DAY CARE

LICENCING

POLICY MANUAL

Alberta
SOCIAL SERVICES

MESSAGE FROM THE MINISTER

September 1, 1987

I am pleased to present to you the new Day Care Licensing Policy Manual.

This manual provides approved policy interpretations of the requirements of the Social Care Facilities Licensing Act and Day Care Regulation. The manual comes into effect on November 1, 1987. It will make the Department's licensing standards clear, and will result in a consistent application of licensing provisions across the province.

Implementation of the manual will be carefully monitored, with a view to periodically making revisions to improve the clarity or workability of our standards and licensing requirements. Your comments concerning any required improvements to the manual would be welcomed, and should be provided to regional day care managers.

I hope you will find this manual both helpful and informative.

Sincerely,

Connie Osterman

Connie Osterman (Mrs.)
Minister, Social Services
MLA, Three Hills

PREFACE

This manual contains the Social Care Facilities Licencing Act (Section 01) and Day Care Regulation (Section 02) in their entirety.

Following each legislative reference are departmental policies which interpret legislation, and guidelines and comments which provide further explanation and clarification.

Section 01 pertaining to the Social Care Facilities Licencing Act contains policies relating to the full range of social care facilities licenced by the Department eg. day care facilities, foster homes, special care facilities. Section 02 pertains to the Day Care Regulation and contains policies applying only to day care facilities eg. day care centres, nursery schools and licenced family day homes.

The manual is effective November 1, 1987.

A new departmental format has been used which is designed for quick and easy access to the information contained in the manual.

SUMMARY

This manual is designed to allow you to find specific information as quickly as possible.

DEFINITIONS

For the purposes of this manual the following definitions apply:

Policy - provides direction and interpretation of the legislation for determining compliance.

Comment - provides further explanation of legislation or policy.

Guideline- provides recommendations which would enhance the quality of care but are not a policy requirement.

Studies of the use of manuals have shown that in most cases the user is interested in finding the answer to a particular problem. To allow users to find what they are looking for as quickly and easily as possible, this manual has been organized for random access. This has been achieved through the breakdown of information into individual subjects and development of an extensive subject index.

DIVISIONS

Major Divisions - The two main groupings of topics are physically separated by number dividers and are numbered 01 for the SCFL Act and 02 for Day Care Regulation.

SECTIONS

Sections - The major divisions are broken into sections and are numbered consecutively from 01.

SUBJECTS

Subjects - Each section is broken into subjects and is numbered consecutively from 01.

NUMBERING SYSTEM

The numbering system identifies the location of the information. The six numerical digits at the top right hand corner of the page identify the Major Division; the Section; and the Subject. These six numerical digits are preceded by two alpha characters which denote the manual title.

FINDING INFORMATION

Refer to the divider marked index. Every subject and section in the manual is listed here in several ways. This makes the index comprehensive and

useful. You should be able to find anything you need. Turn to the index first. It is in alphabetical order.

EXAMPLE

Suppose you were looking for information regarding the accessibility of space in a day care centre.

WHAT TO DO

First, consult the index for key words on the subject you are looking up. In the index accessibility of child care space is cited under section DL 02-04-01. Note the six digit number.

The number means as follows:

DL - signifies that the information is contained in the Day Care Licencing Manual. This code is the same for every page in this manual.

02 - signifies that the information is contained in division 02 of the manual. In this manual there are 2 major divisions - division 02 deals with the Day Care Regulation.

04 - signifies that the information is contained under section 04 of the Day Care Regulation. In this manual section 04 deals with Accommodation in day care facilities.

01 - signifies that the information you are seeking is contained in the first subject of section 04. In this manual subject 01 deals with accessibility of day care facility space.

AMENDMENTS

Amendments should be inserted in your manual as soon as they are received.

The amendment number and date should be recorded on the amendment record found on the reverse side of the title page.

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SECTION 1

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Alberta, enacts as follows:

DEFINITIONS
DAY CARE CENTR

1 In this Act,

(a) "day care centre" means a facility that provides care, development or supervision for 7 or more children under the age of 6 years for more than three consecutive hours per day;

(a.01) "day care facility" means a day care centre and any other facility defined in the regulations as a day care facility for the purposes of this Act;

DIRECTOR

(a.1) "Director" means the Director of Social Care Facilities;

(b) repealed 1981 c58 s2;

(c) "licence" includes a conditional licence;

LOCAL AUTHORITY

(d) "local authority" means

(i) a city, town, village, municipal district or county, or

(ii) the Minister of Municipal Affairs, in the case of an improvement district or special area;

MINISTER

(e) "Minister" means the Minister of Social Services;

OFFICER

(e.1) "officer" means a person appointed under section 3(1) as an officer and includes the Director;

SOCIAL CARE FACILITY

(f) "social care facility" means

(i) a place of care for persons who are aged or infirm or who require special care,

(i.1) a day care facility,

SECTION 1

(ii) a building or part of a building, other than a home maintained by a person to whom the children living in that home are related by blood or marriage, in which care, supervision or lodging is provided for 4 or more children under the age of 18 years, but does not include a place of accommodation designated by the Minister as not constituting a child caring institution, or

(iii) a hostel or other establishment operated to provide accommodation and maintenance for unemployed or indigent persons.

POLICY
LICENCED SOCIAL CARE FACILITIES

In practice, a social care facility includes:

- a day care centre
- a family day home
- a nursery school
- an out-of-school care centre
- a residential facility such as:
  - a group home
  - a non-government institution
  - a government institution (where licencing is requested).
- a foster home

It also may include,

- a nursing home or Senior Citizen Lodge not under the Nursing Homes Act.
- a camp for persons with special needs.
- a day care centre on Crown Land, e.g., an Armed Forces Base or Indian Reserve.

POLICY

LICENCES FOR PROGRAMS FOR SCHOOL AGED CHILDREN

The following applies to the licencing of Programs For School-Age Children.

Funding of programs for School-Age Children is a municipal responsibility, and most are funded through the Family and Community Support Services program (Department of Community and Occupational Health).

They are, however, required to be licenced under the authority of the Social Care Facilities Licencing Act Section 4 section 1(f)(ii).

When 3 or fewer school-aged children are cared for in a Day Care Centre, no additional licence for school-aged children is required. The day care centre's licenced capacity must, however, include the school-aged children.

SECTION	SUBJECT	PAGE
DEFINITIONS	SPECIAL CARE	1
		DATE 01/11/87

POLICY
DEFINITION
SPECIAL CARE

For the purpose of interpreting section 1(f)(i) "special care" means:

there is a level of dependency on the part of those in care.

those under care require direct supervision and the operator has formally agreed to provide it.

there are screening criteria for accepting persons into the program.

there is a program which meets expected standards of care.

in the case of an adult program, there is a residential component.

Programs which meet all of these criteria provide "special care" and must be licenced.

SECTION	SUBJECT	PAGE
EXCLUSIONS	FACILITIES NOT LICENCED	1
		DATE 01/11/87

SECTION 2

EXCLUSIONS UNDER THE SOCIAL CARE FACILITIES LICENCING ACT

2 This Act does not apply to

(a) a nursing home under the Nursing Homes Act,

(b) a home or unit under the Senior Citizens Housing Act, or

(c) an approved hospital under the Hospitals Act.

EXCLUSIONS FROM LICENCING BY LAW

Legislation is not binding on the Crown, therefore, Government owned and operated facilities, both Federal and Provincial, are not licenced except where licencing is requested by them.

Legislation does not govern facilities operated on Crown Land e.g., Armed Forces Bases, Indian Reserves.

EXCLUSIONS BY POLICY

The following facilities are currently not licenced as a social care facility:

vocational training programs for the handicapped where there is no residential component,

facilities not meeting the definition of special care under the SCFL Act Section 1(f(i) (DL 01-01-01),

child care facilities operating within Women's Shelters where use is solely by residents. (See also DL 02-01-01),

summer holiday programs for school aged children,

programs in facilities where parents remain on premises,

programs operating 3hrs/week or less.

SECTION	SUBJECT	PAGE
AUTHORITY FOR APPOINTMENT	DIRECTOR AND STAFF	1
		DATE 01/11/87

SECTION 3
DIRECTOR
LICENCING OFFICERS

3(1) In accordance with the Public Service Act there may be appointed a Director of Social Care Facilities, officers and any other employees necessary for the administration of this Act.

DELEGATION OF
DIRECTORS AUTHORITY

3(2) Where the Director is given any power or Duty under this Act or the regulations, he may in writing authorize one or more persons who are

(a) employees of a local authority, or

(b) employees of the Crown in right of Alberta under the administration of the Minister,

to exercise that power or duty generally or with respect to any particular case on the conditions or in the circumstances the Director prescribes.

COMMENT

Licencing Supervisors and Licencing Officers are delegated powers and responsibilities by the Director in order to administer the Act and the Day Care Regulation.

DELEGATION OF
AUTHORITY
IN WRITING

3(3) A written authorization made under sub-section (2)

(a) purporting to be signed by the Director, and

(b) stating that the person named therein is authorized under subsection (2) to perform the duties or exercise the powers set forth in the written authorization,

or a copy thereof, shall be admitted in evidence as prima facie proof of that person's authorization to perform those duties and exercise those powers without proof of the signature or official character of the person appearing to have signed the written authorization.

Alberta
SOCIAL SERVICES

SOCIAL CARE FACILITIES
LICENCING ACT SECTION 4

DL 01-04-01

SECTION	SUBJECT	PAGE
LICENCE REQUIREMENT	NUMBER OF PERSONS IN CARE	1
		DATE 01/11/87

SECTION 4

4 No person shall operate a social care facility providing accommodation or care for 4 or more persons unless he holds a subsisting licence issued by the Director under this Act.

POLICY

A licence is required in all cases where 4 or more persons are accommodated, except where exclusions are made either under the legislation or by policy.

Where a facility is not specifically defined under the Act or the Regulation, and 4 or more persons are in care, a Social Care Facility Licence may still be required.

Example: while not governed under the Day Care Regulation and not specifically defined in the Act, Programs for School Aged Children require a licence under the SCFL Act where they care for 4 or more children.

SECTION	SUBJECT	PAGE
LICENCING PROCESS	LICENCE APPLICATION AND ISSUANCE	1
		DATE 01/11/87

SECTION 5
LICENCE APPLICATION

5(1) An application for a licence shall

(a) be made to the Director in such form as he may prescribe,

(b) state the maximum number of persons intended to be accommodated or cared for in the social care facility, and

(c) be accompanied by a licence fee in the amount prescribed by the regulations.

POLICY

The licence application must be completed in full and accompanied by the one dollar licencing fee.

RESPONSES TO APPLICATION

5(2) On considering an application for a licence the Director may

(a) issue a licence,

(b) issue a conditional licence, or

(c) refuse to issue a licence.

POLICY
APPLICATION

A licence application must be received by the Regional Licencing Office before a licence can be issued or refused.

REAPPLICATION FOR LICENCE

In situations where an operator reapplies after cancellation of a licence, the regional licencing office will give thorough consideration to the reapplication. However, where it appears from the facts of the previous operation that the operator is unable to provide proper care or otherwise conform to the Act or Regulation, the application may be refused.

LICENCE TERM

5(3) Unless otherwise specified, the term of a licence is one year from the date of its issue.

SECTION	SUBJECT	PAGE
LICENCING PROCESS	LICENCE APPLICATION AND ISSUANCE	2
		DATE 01/11/87

POLICY

The licence term is normally one year. A licence may be issued for more or less than one year at the discretion of the Licencing Office.

Annual fire and health inspections are required regardless of the term of the licence.

SECTION 5
FORM OF A LICENCE

5(4) A licence issued under this Act shall

(a) identify the social care facility that may be operated under the licence, and

(b) state

(i) the name of the person who may operate the social care facility

(ii) the maximum number of persons who may be accommodated or cared for in the social care facility,

(iii) the term of the licence, if the term is other than one year from the date of issue, and

(iv) in the case of a conditional licence, the conditions to which the conditional licence is subject.

COMMENT

The operator, as licence holder, has ultimate responsibility for the operation of the facility.

GUIDELINE

It is recommended that the owner/operator visit the facility a minimum of two times per week to ensure its effective, ongoing operation.

SECTION	SUBJECT	PAGE
LICENCING PROCESS	POSTING, DEFACING OR REMOVAL OF LICENCE	1
		DATE 01/11/87

SECTION 5

POSTING OF A LICENCE

5(5) The holder of a licence or conditional licence issued under subsection (2) shall post the licence or conditional licence in a prominent place in the social care facility to which it applies.

DEFACING OF A LICENCE

5(6) No person shall cover up, mutilate or deface a licence or conditional licence referred to in subsection (5) during the time it is posted.

REMOVAL OF A LICENCE

5(7) No person shall without the written permission of the Director remove a licence or conditional licence posted under subsection (5).

SECTION	SUBJECT	PAGE
INSPECTION OF SOCIAL CARE FACILITIES	AUTHORITY FOR DUTIES	1
		DATE 01/11/87

SECTION 6

AUTHORITY FOR ENTRY TO INSPECT

6(1) Subject to subsection (1.1), for the purposes of ensuring compliance with this Act or the regulations or any order made under this Act or the regulations or with a conditional licence an officer may with the permission of the holder of the licence for, or the operator of, the social care facility concerned,

COMMENT

Licencing Officers have the authority to enter a day care centre with or without the permission of the operator or licence holder (see reference under SCFL Act Section 6 (1.1) in this section)

6 (a) at any reasonable hour enter a social care facility and inspect that social care facility;

POLICY
DEFINITION
REASONABLE HOUR

"Any reasonable hour" means the facility's normal hours of operation.

6 (b) require the production of any books, records or other documents and may examine them, make copies of them or remove them temporarily for the purpose of making copies;

POLICY
DEFINITION
BOOKS, RECORDS OR OTHER DOCUMENTS

"Books, records or other documents" means:

registration records of children (DL 02-10-11),

attendance records of children DL 02-10-12),

staff records including descriptions of staff positions, responsibilities, qualifications and experience for each (DL 02-03-02 and DL 02 10-12),

those records that substantiate claims for day care payments.

POLICY
DEFINITION
TEMPORARILY

"Temporarily" means until the next operating day.

Books, records and documents if temporarily removed shall be returned to the facility operator on the next operating day.

6 (c) inspect and take samples of any food, medication or equipment being used in a social care facility;

(d) perform tests, take photographs or make recordings, as the case may be, in respect of a social care facility.

POLICY

The testing of any samples taken should be conducted by the appropriate authority, e.g., Environmental Health Services; Consumer and Corporate Affairs.

ENTRY WITHOUT PERMISSION

(1.1) For the purposes of carrying out his duties under subsection (1) in respect of a day care centre, an officer may enter a day care centre notwithstanding that permission to do so has not been granted

COMMENT

Licencing Officers have authority to enter a day care centre without the operator's permission.

REMOVAL OF DOCUMENTS OR SAMPLES

6(2) When an officer removes any books, records or other documents under subsection (1)(b), he shall

SECTION 6

(a) give to the person from whom those items were taken a receipt for those items, and

POLICY
RECEIPT FOR DOCUMENTS OR SAMPLES

The receipt for documents or samples shall be written, dated and signed. The items taken shall be listed clearly and specifically.

6 (b) forthwith make copies of, take photographs of or otherwise record those items and forthwith return those items to the person to whom the receipt was given.

6(3) When an officer takes samples of any material, food, medication or equipment under subsection (1)(c), he shall

(a) give to the person from whom those items were taken a receipt for those items, and

(b) on that person's request, return those items to that person when those items have served the purposes for which they were taken.

SECTION	SUBJECT	PAGE
INSPECTION OF SOCIAL CARE FACILITIES	COURT ORDERS	1
		DATE 01/11/87

SECTION 6

COURT ORDER FOR PERMISSION TO CARRY OUT DUTIES

6(4) If permission is refused or cannot be reasonably obtained under subsection (1) or a person interferes with an officer performing his duties in respect of a day care centre, the officer may apply to the Court of Queen's Bench by way of originating notice for an order that the officer may, for the purpose of subsection (1) or (1.1), as the case may be,

(a) at any reasonable hour enter the social care facility and inspect that social care facility,

(b) require the production of any books, records or other documents and examine them, make copies of them or remove them temporarily for the purpose of making copies

(c) inspect and take samples of any material, food, medication or equipment being used in the social care facility, and

(d) perform tests, take photographs or make recordings, as the case may be, in respect of the social care facility,

and the Court may upon being satisfied that the order is necessary for the purpose of this section, make any order that it considers appropriate.

POLICY

The Licencing Supervisor and Legal Services shall be consulted regarding the obtaining of a court order.

6(5) An application under subsection (4) may be made ex parte, if the Court considers it proper to do so.

SECTION	SUBJECT	PAGE
INSPECTION OF SOCIAL CARE FACILITIES	COURT ORDERS	2
		DATE 01/11/87

POLICY

DEFINITION

EX PARTE — "Ex parte" means by one party in the absence of the other.

COMMENT — The operator or licence holder therefore need not necessarily be notified or present if the Court agrees.

SECTION	SUBJECT	PAGE
ENFORCEMENT MEASURES	NOTICE OF DEFICIENCY & ORDER AFTER INSPECTION	1
		DATE 01/11/87

SECTION 7

7 When an officer inspects a social care facility and is of the opinion that

GROUNDS FOR ENFORCEMENT ACTION

(a) the provisions of this Act or the regulations or of an order or of a conditional licence are not being complied with, or

(b) the social care facility is not providing proper care,

he may in writing order the person operating that social care facility to take measures as specified in the order within the time limits specified in the order.

POLICY

DEFINITION PROPER CARE

"Not providing proper care" means care in such a manner as to put persons in care "at risk".

"At risk" means lack of required supervision or demonstrated negligence where the health, safety and well being of the person is in jeopardy.

NOTICE OF DEFICIENCY

Prior to or instead of the issuance of an Order After Inspection, the Licencing Officer may, in consultation with his supervisor and depending upon the seriousness of the circumstances, discuss the matter with the operator and note the presence of the deficiency, in writing on the monitoring form; or

provide a written Notice of Deficiency to the operator;

ORDER AFTER INSPECTION

Where the deficiencies remain uncorrected, or persons in care are at immediate risk an Order After Inspection will be made under Section 7 of the SCFL Act.

The measures required to correct the deficiency and the time limit allowed for correction shall be clearly stated in the Order.

FAILURE TO COMPLY

Failure to comply with an Order under Section 7 of the Act may lead to:

the issuance of a Notice of Suspension or Cancellation under Section 8 of the SCFL Act.

a Stop Order under Section 10 of the Act, or

prosecution under Section 14 of the Act.

SECTION 8
GROUNDS FOR NOTICE OF LICENCE CANCELLATION OR SUSPENSION

8(1) When the Director is of the opinion that

(a) a licence holder is not providing proper care to a person accommodated or cared for in his social care facility,

COMMENT

See definition of "not providing proper care" under Section 7(b) (DL 01-07-01).

(b) the premises described in the licence have become unfit or unsuitable for the purpose authorized by the licence,

POLICY
DEFINITION
PREMISES UNFIT OR UNSUITABLE

"Premises have become unsuitable or unfit" means noncompliance with Building, Health or Fire regulations or standards.

(c) the number of persons accommodated or cared for in the social care facility exceeds the number specified in its licence, or

(d) a licence holder has not complied with the provisions of

(i) this Act or the regulations,

(ii) a conditional licence,

(iii) an order made under section 7, or

(iv) any other Act or regulation that applies to a social care facility,

the Director may, on 30 days' notice in writing to the licence holder, cancel or suspend the licence.

SECTION 8

8(2) On receiving a notice under subsection (1), the licence holder shall forthwith provide to the Director a list of

PROVISION OF INFORMATION REGARDING PERSONS IN CARE

(a) the names and addresses of persons being accommodated or cared for in the social care facility, and

(b) the names and addresses of the relatives, guardians or committees of the persons being accommodated or cared for in the social care facility, if those names and addresses are kept on record by the licence holder.

POLICY
UP-TO-DATE LISTS

With regard to the lists noted under sections 8(2)(a) and (b), the lists provided shall be up-to-date.

8(3) When a notice has been given under subsection (1), the Director shall

NOTICE POSTED

(a) post a notice of the cancellation or suspension in the social care facility, and

POLICY
POSTING OF NOTICE

The notice of cancellation or suspension shall be posted in a conspicuous place as chosen by the Licencing Officer.

DEFINITION
CONSPICUOUS

"Conspicuous" means easily accessible to all staff, to persons using the facility and to the licencing officer.

NOTIFICATION OF PERSONS IN CARE

(b) on receiving the list referred to in subsection (2), notify those persons on the list by registered mail of the cancellation or suspension of the licence.

SECTION 8

8(4) No person shall cover up, mutilate or deface a notice referred to in subsection (3)(a) during the time the notice is posted.

8(5) No person shall without the written permission of the Director remove a notice posted under subsection (3)(a).

SECTION 9

TIME LIMIT ON APPEAL OF LICENCE REFUSAL, CANCELLATION OR SUSPENSION

9(1) A person

(a) who has been refused a licence under section 5(2) or

(b) whose licence has been cancelled or suspended under section 8,

may appeal the refusal, cancellation or suspension by serving the Minister with a notice of appeal within 30 days of being notified in writing of the refusal, cancellation or suspension.

APPEAL BOARD

9(2) The Minister shall, within 30 days of being served with the notice of appeal, appoint an appeal board to hear the appeal.

9(3) The Minister may set the time within which the appeal board is to hear an appeal and render a decision and he may extend that time.

9(4) An appeal board that hears an appeal under this section may by order either

(a) confirm the refusal, cancellation or suspension,

(b) direct that a licence or renewal of a licence be issued,

(c) reinstate the cancelled licence, or

(d) remove or vary the suspension.

9(5) An appeal board appointed under this section shall consist of 3 members, none of whom shall be employees of the Government or of a local authority.

9(6) The Minister shall designate one of the members of the appeal board as chairman.

9(7) The Minister may pay those fees and reasonable living and travelling expenses that he considers proper to the members of an appeal board.

SECTION	SUBJECT	PAGE
APPEAL PROCESS	APPEAL TO COURT OF QUEEN'S BENCH	1.
		DATE 01/11/87

SECTION 9

APPEAL TO COURT OF QUEEN'S BENCH

9(8) The Director or the person whose appeal is heard by an appeal board may appeal the decision of the appeal board by filing an originating notice with the Court of Queen's Bench within 30 days of being served with the order made under subsection (4) and the Court may make any order that an appeal board may make under subsection (4).

SECTION	SUBJECT	PAGE
MINISTERIAL ACTION FOR NONCOMPLIANCE	STOP ORDER	1
		DATE 01/11/87

SECTION 10

MINISTERIAL AUTHORITY FOR ISSUING STOP ORDERS

10(1) If the Minister is satisfied that any person has contravened or is contravening this Act or a regulation or order under this Act, the Minister may issue an order (in this section called a"stop order") to that person in accordance with subsection (2).

CONTENT OF STOP ORDER

10(2) In a stop order the Minister may require that the person to whom it is directed do one or more of the following:

(a) cease the contravention specified in the order;

(b) stop any activity occurring at a social care facility;

(c) stop the operation of a social care facility;

either permanently or for a specified period, and the stop order shall contain the reasons for making it.

SERVICE OF STOP ORDER

10(3) Not more than 48 hours after making a stop order, the Minister shall cause a copy of it to be served on the person to whom it is directed, and on receipt of the copy, the person to whom the stop order is directed shall comply with the order forthwith.

RESPONSE BY OPERATOR TO STOP ORDER

10(4) A person to whom a stop order is directed shall inform the Director, in writing, of the name and address

(a) of each person receiving care in the social care facility, and

(b) if applicable, of the guardian of any person receiving care in the social care facility.

PENALTY FOR NON-COMPLIANCE WITH STOP ORDER

10(5) A person to whom a stop order is directed who fails to comply with the

SECTION 10

order forthwith on service of a copy of it on him or subsequently, is guilty of an offence and liable to a fine of not more than $200 for each day that the offence continues.

COURT ORDER

10(6) If the person to whom a stop order is directed fails to comply with the order forthwith on service of a copy of it on him or subsequently, the Minister may apply to the Court of Queen's Bench by way of originating notice for an order of the Court directing

(a) that person to comply with the stop order, and

(b) any peace officer to assist an officer of the Minister's Department and other persons referred to in subsection (7)(b) in enforcing their powers and duties under subsection (7)(b).

NONCOMPLIANCE WITH COURT ORDER

10(7) If the person to whom a stop order is directed fails to comply with the stop order forthwith on service of a copy of the order of the Court of Queen's Bench under subsection (6) on him or subsequently,

(a) the failure to comply with the stop order may be dealt with by the Court as in the case of a civil contempt of the Court,

(b) an officer of the Minister's Department authorized by the Minister for the purpose and any other persons assisting that officer may, without further leave of the Court and without incurring liability therefore, enter the social care facility and do any acts that are necessary to carry out the stop order, and

(c) the Minister may recover by action any expenses incurred by the Government in carrying out the stop order under clause (b) from the person to whom the stop order was directed.

SECTION 10

APPEAL OF STOP ORDER

10(8) A person to whom the stop order is directed may appeal to the Court of Queen's Bench,

(a) by filing a notice of appeal with the clerk of the Court, and

(b) by serving a copy of the notice of appeal on the Minister,

both within 15 days from the date on which the stop order was served on that person.

10(9) A judge of the Court of Queen's Bench may extend the time for filing or service under subsection (8).

10(10) On an appeal under subsection (8), the Court of Queen's Bench shall

(a) inquire into all matters leading to the making of the stop order,

(b) determine whether, in its opinion, there were sufficient grounds for the making of the stop order, and

(c) confirm, amend or revoke the stop order.

10(11) This section applies whether or not the contravention of the Act, regulation or order concerned constitutes an offence and whether or not a conviction has been adjudged for the offence.

COMMENT

The role of the licencing officer with regard to Stop Orders may include:

providing the background information to the Regional Licencing Supervisor and/or Manager of Day Care for a decision;

outlining the options and recommendations for issuing the Stop Order;

delivering the Stop Order to the person to whom it is directed.

A decision to issue a Stop Order will be made by the Minister.

SECTION	SUBJECT	PAGE
REGULATION AMENDMENTS	ORDERS IN COUNCIL	1
		DATE 01/11/87

SECTION 11

11 The Lieutenant Governor in Council may make regulations

AUTHORITY FOR ORDERS IN COUNCIL

(a) classifying social care facilities;

(b) governing the licencing of social care facilities;

(c) governing the operation of social care facilities;

(d) governing the admission of persons to social care facilities;

(e) governing the standards of care to be provided in social care facilities;

(f) respecting the employment of persons in social care facilities;

(g) prescribing qualifications to be met by persons employed in social care facilities.

(h) governing the standard of accommodation to be provided and maintained in a social care facility;

(h.1) defining day care facility for the purposes of this Act;

(i) permitting a person to operate a social care facility without obtaining a licence under this Act;

(j) prescribing licence fees;

(k) prescribing the books, records and other documents that a licence holder must maintain.

COMMENT

In order to deal with new or changing circumstances, regulations and amendments to regulations may be made by an Order in Council under the authority of the Lieutenant Governor.

SECTION	SUBJECT	PAGE
SERVICE OF NOTICES OR ORDERS	METHOD OF SERVICE REQUIRED	1.
		DATE 01/11/87

SECTION 12
METHOD OF SERVING

12 When an order is made under section 7 or 9 or under the regulations, or a notice is given under section 8(1), that order or notice, as the case may be, shall be served

(a) by personal service on the person to whom it is made,

(b) by double registered mail if the post office receipt for the envelope containing the order is signed by the person to whom the order is made, or

(c) as directed by a judge of the Court of Queen's Bench.

Alberta
SOCIAL SERVICES

SOCIAL CARE FACILITIES
LICENCING ACT SECTION 13

DL 01-12-01

SECTION	SUBJECT	PAGE
AWARDING OF COURT COSTS FOR APPEALS	AUTHORITY OF THE COURT	1
		DATE 01/11/87

SECTION 13
COURT COSTS

13 When an application is made to a court under Section 6(4) or an appeal is made under section 9(8) the Court may make any award as to costs it considers proper.

COMMENT

Court costs for obtaining a Court Order to ente- a social care facility or when an appeal is made to the Court of Queen's Bench, are awarded at the discretion of the Court.

Alberta
SOCIAL SERVICES

SOCIAL CARE FACILITIES
LICENCING ACT SECTION 14

DL 01-13-01

SECTION	SUBJECT	PAGE
AUTHORITY FOR CONVICTION	FINES TO BE LEVIED	1
		DATE 01/11/87

SECTION 14
FINES FOR CONTRAVENTION

14 A person who contravenes this Act or the regulations or fails to comply with an order made under this Act or the regulations is guilty of an offence and liable to a fine of not more than $500 and in the case of a continuing offence, to a further fine of not more than $100 for each day during which the offence continues after the first day or part thereof.

COMMENT

When the Act, Regulation or an Order are contravened, action can be initiated with the Attorney General's department to seek a conviction through the Court of Queen's Bench, under this section. Upon conviction, a fine may be imposed.

DC029K 0031.0.0

REGULATION 1

1 In this regulation,

1 (a) "day care centre" means a facility providing care, development and supervision for 7 or more children under the age of 6 years for more than 3 consecutive hours per day but less than 24 consecutive hours;

1 (b) "day care facility" means

(i) a day care centre,

(ii) a family day home, or

(iii) a nursery school;

POLICY

DEFINITION AGE OF 6 YEARS

"Under the age of 6 years" means until the child enters full time school; or child attendance exemption is authorized due to special circumstances.

PURPOSE OF DAY CARE

The primary purpose of the "day care centre" is to provide care, developmental activities and supervision for the preschool-aged children of parents who require alternate care.

EXCLUSIONS FROM LICENCING BY POLICY

The following facilities are currently not licenced as a day care facility:

Programs operating 3 hours or less per week.

Programs operating less than 12 consecutive weeks per year, e.g., church camps, recreational programs.

Programs in facilities where parents remain on premises and are quickly and easily accessible in an emergency, e.g., church service babysitting, recreational facility, drop-in babysitting.

Child care facilities operating within Women's Shelters where use is solely by the residents.

COMMENT	Since women's shelters are licenced as special care facilities, the physical safety of the child care area is ensured as part of the licencing of the total facility.
MOTHER'S DAY OUT PROGRAMS	Mother's day out programs are licenced where they meet the definition and are not excluded under the above.

REGULATION 1

1 (c) **"family day home" means a facility within the operator's private residence that provides care, development and supervision for more than 3 but less than 7 children, under the age of 6 years including the operator's own children of which not more than 4 are under the age of 2 years, for periods of more than 3 hours but less than 24 consecutive hours per day and for at least 12 consecutive weeks per year;**

POLICY

DEFINITION AGE OF 6 YEARS

See definition under Day Care Regulation 1(a) (DL 02-01-01)

DETERMINING NEED FOR A LICENCE (Family Day Home)

A licence is not required unless care is provided for 4 or more children in addition to the operator's own children and/or foster children Foster children are considered as the operator's own when determining the need for a licence.

DETERMINING LICENCED CAPACITY

When determining licenced capacity the following applies:

the maximum allowable licenced capacity is 6 children.

the operator's own preschool children and preschool foster children are included when determining licenced capacity.

no more than 4 children making up the total capacity can be under the age of 2 years.

GUIDELINES

AGE LIMITS ON CHILDREN IN CARE

It is recommended that operators care for no more than 2 children under 2 years of age and no more than 3 children under 3 years of age at any one time.

EVENING & OVERNIGHT CARE

It is recommended that operators not provide evening care, if they also provide daytime care.

Regional fire and health authorities should be notified of all situations where evening and overnight care is provided.

REGULATION 1

1 (d) "licence" means a licence to operate a day care facility issued by the Director;

POLICY

EFFECTIVE DATE — A licence is effective on the date of issue. The facility is not authorized to operate until this date.

BACKDATING — A licence cannot be backdated.

SECTION	SUBJECT	PAGE
DEFINITIONS	NET FLOOR AREA	1
		DATE 01/11/87

REGULATION 1

1 (e) "net floor area" means the usable floor space which is measured by using the outside measurement of the rooms and is within a day care facility, and includes hallway space unencumbered and 1/2 of the space in washrooms but does not include stairwells, kitchen, office, staff rooms and storage rooms;

COMMENT

See policy under Day Care Regulation 7 (1)(f) (DL 02-04-04).

REGULATION 1

1 (f) "nursery school" means a facility providing care, development and supervision for 7 or more children under the age of 6 years for periods of 3 consecutive hours or less per day and for at least 12 consecutive weeks per year other than programs operated pursuant to the regulations under The Department of Education Act;

POLICY

DEFINITION KINDERGARTENS

"Programs operated pursuant to the regulations under the Department of Education Act" means kindergarten programs supervised under the Department of Education, Early Childhood Services

PURPOSE OF NURSERY SCHOOL

The purpose of Nursery School is primarily to provide play-based socialization, usually for 3 and 4 year olds.

EXCLUSION FROM LICENCING BY POLICY

Programs operating 3 hours or less per week are not required to be licenced.

MOTHER'S DAY OUT PROGRAMS

Mother's day out programs are licenced where they meet the definition and are not excluded under the above.

LICENCING OF KINDERGARTEN PROGRAMS

Kindergartens which operate but are not approved under The Department of Education Act, (Early Childhood Services) are licenced as nursery schools.

AGE OF CHILDREN IN ATTENDANCE

Under the Alberta Building Code, nursery school programs are approved for an A2 occupancy. This requires that no children in attendance be under 3 years of age.

The Building Inspector shall be notified where children under 3 years of age are attending a nursery school.

In these cases, stricter building standards may need to be met, for example those required for a day care centre (B2 occupancy).

SECTION	SUBJECT	PAGE
DEFINITIONS	OPERATOR	1
		DATE 01/11/87

REGULATION 1 1 (g) "operator" means a person or partnership holding a licence;

REGULATION 1

1 (h) "primary staff" means persons gainfully or voluntarily employed with the program who, for at least 50% of their time while so employed, are directly responsible for the safety, well-being and development of the children;

POLICY

The duty of primary staff is direct child care. Job descriptions for primary staff must clearly indicate child care as the major responsibility for the position.

Eligible as primary staff are:

child care staff and volunteers

assistants 16-17 years of age.

Ineligible as primary staff are:

persons under 16 years of age,

work experience and practicum students.

For further discussion of primary staff see Day Care Regulations 34 to 38 (DL 02-12-06 to (DL 02-12-08).

USE OF VOLUNTEERS

Where volunteers are used as primary staff, the operator shall ensure that a comprehensive orientation is provided to volunteers regarding all policies and safety procedures necessary to ensure the care and safety of the children.

REGULATION 1

1 (i) "support staff" means persons gainfully or voluntarily employed who, while so employed, spend at least 50% of their time in maintenance work, administration or consultation and whose primary responsibility is the effective functioning of the support system of the program.

POLICY

The duties of support staff are non-child care in nature and include cleaning, cooking, clerical and administration. Job descriptions for support staff must clearly indicate the non-child care role of these staff.

For further discussion of support staff see Day Care Regulation Section 39 (DL 02-12-09).

REGULATION 2

2(1) A licence issued under this regulation shall be in the name of an operator and in respect of a day care facility.

POLICY
TRANSFERABILITY

A licence is not transferable since it is issued in respect of a specific operator, facility and location. Where any of these aspects changes a new licence is required.

2(2) An operator of a day care facility must be

(a) an individual who is a resident of Alberta,

POLICY
DEFINITION
RESIDENT

"Resident" means a full time resident of Alberta.

(b) a partnership consisting solely of Alberta residents,

POLICY
DEFINITION
SOLELY

"Solely" means all partners shall be full time residents of Alberta.

(c) a corporation that is controlled by residents of Alberta and incorporated under an Act of the Legislature,

POLICY
DEFINITION
CONTROLLED

"Controlled" means at least 51% of the directors and shareholders shall be full time residents of Alberta.

(d) a non-profit religious corporation, or

REGULATION 2

2(2) (e) a corporation to which Part II of the Canada Corporation Act (Canada) applies.

COMMENT

Part II of the Canada Corporations Act (Canada) applies to non-profit corporations.

POLICY

ARTICLES OF INCORPORATION

Licence application and renewal forms shall identify all partners. Articles of incorporation shall be provided upon request.

Where doubt exists regarding residency a legal opinion shall be requested by the Licencing Officer

VERIFYING CONTINUED ELIGIBILITY

Licencing Officers may at their discretion request documentation indicating that the operator continues to satisfy eligibility requirements.

Alberta
SOCIAL SERVICES

DAY CARE REGULATION 2 — DL 02-02-02

SECTION	SUBJECT	PAGE
LICENCE APPLICATION	AGGREGATE CAPACITY	1
		DATE 01/11/87

REGULATION 2

2(3) No operator shall permit the multiple of

(a) the aggregate capacity of the day care facilities for which he, a partnership of which he is a member or a corporation of which he is a shareholder or officer holds a licence, and

(b) the number of day care facilities for which he, a partnership of which he is a member or a corporation of which he is a shareholder or officer holds a licence

to exceed 500.

2(4) Notwithstanding subsection (3), an operator who holds a licence in respect of a day care facility before this regulation comes into force or whose day care facility is under construction and approved by the Director before this regulation comes into force may operate or continue to operate that facility.

COMMENT

The grandfathering in Section 2(4) was provided when the regulation 2(3) was enacted, but is not valid for any facility granted a licence after Section 2(3) took effect on July 13, 1983.

REGULATION 3

3 The following day care facility licences may be issued

(a) day care Centre licence, Category 0, Category 1, Category 2, Category 3;

POLICY

Effective August 1, 1982 licence categories are no longer used. All day care centres are issued a day care centre licence without categories.

3 (b) family day home licence;

POLICY

The following categories of family day home licences are issued:

family day home licence - where care is provided for preschoolers only.

social care facility licence - where care is provided for both preschool and school-aged children, or exclusively for school-aged children.

3 (c) nursery school licence.

Alberta
SOCIAL SERVICES

DAY CARE REGULATION 4 — DL 02-03-01

SECTION	SUBJECT	PAGE
REQUIREMENTS: LICENCE APPLICATION AND RENEWAL	APPROVALS - INITIAL APPLICATION	1
		DATE 01/11/87

REGULATION 4

4(1) An applicant for an initial day care facility licence shall provide

a) evidence that the following have been obtained:

(i) zoning approval from the appropriate municipal planning authority,

(ii) building approval from the Building Standards Branch, Department of Labour, or, where appropriate, the authorized local authority under The Uniform Building Standards Act,

(iii) a satisfactory fire inspection report from the Provincial or District Office of the Fire Prevention Branch, Department of Labour, and

(iv) a satisfactory health inspection report from the Local Board of Health or Health Unit within which the day care facility is to be located;

POLICY
DEFINITION
EVIDENCE OF
APPROVAL

"Evidence" means written inspection reports/ approvals are required.

The Regional licencing authority may accept verbal approvals subject to the receipt of written documents within a specified time period.

In order to determine that a facility complies with municipal requirements, is safely constructed, and has been inspected before use, the following approval reports are required before a licence is issued.

For a day care centre or nursery school:

- . zoning approval
- . building approval
- . fire approval *
- . health approval

* Building Inspectors may inspect for fire requirements at the time of initial approval.

For a family day home:

- . health approval
- . zoning approval (where required by municipal bylaws).

The regional licencing office and the municipal planning office can provide information about the requirements and procedures to be followed in their area.

FACILITIES ON INDIAN RESERVES, FEDERAL CROWN LANDS

Day care facilities on Federal Crown lands are not not required to be licenced, e.g., Indian Reserves, Armed Forces Bases.

However, a licence or letter of approval is required in order to allow the payment of operating allowance and subsidy (where eligible) to these centres on Federal Crown land or Indian Reserves.

On Indian Reserves, a Band Council Resolution must be signed authorizing the Licencing Officer permission to enter the reserve to inspect and monitor the day care centre for compliance with the Day Care Regulation.

Health approval is obtained through the Federal Department of Health Welfare and fire approval through the Provincial Fire Prevention Branch.

A letter of approval is sent to the Band Council rather than a licence.

ARMED FORCES BASES

Armed Forces Bases have their own health and fire inspection authorities.

REGULATION 4

4(1) (b) a list of staff positions, the major responsibilities and the qualifications and experience required for each;

POLICY

The following shall be provided by the operator:

the number of staff positions required.

for each staff position, a job description outlining:

- position
- title
- major responsibilities
- qualifications and experience required.

GUIDELINES

On subsequent monitoring visits, the names of individual staff members may be requested by the Licencing Officer in order to verify that staffing requirements are being met.

During the licence period, operators should advise the Regional Licencing Office when major changes occur in the staff positions (eg) Centre Director, Assistant Director(s) or Room Supervisors or staff members occupying these positions.

REGULATION 4

4(1) (c) an emergency plan satisfactory to the Director and an inspector appointed under The Fire Prevention Act that includes

(i) emergency evacuation and fire drill procedures,

(ii) arrangements for alternate emergency accommodation, and

(iii) arrangements for transportation to alternate emergency accommodation;

POLICY

Planned emergency procedures shall be in place to ensure the fast, easy and effective evacuation of children.

Every day care facility shall provide a comprehensive, written, emergency evacuation plan which:

EVACUATION ROUTES

clearly outlines evacuation routes from the building.

includes the duties and responsibilities of staff for:

- evacuating children, including non-ambulatory children and infants.
- removing emergency file information and attendance records.

ensures that fire precautions, as recommended by the fire inspector, are carried out, e.g. checking rooms.

ALTERNATE EMERGENCY ACCOMMODATION

includes alternate accommodation for the children which is:

accessible during all days and hours of operation of the centre. (The operator must have a key kept in the facility in cases where the relocation place may be closed).

quickly and easily reached, that is, either;

within walking distance or,

easily reached via vehicles on site or,

vehicles which are readily available on short notice.

an alternate relocation site shall be available to be used in cases where the emergency requires evacuation of an entire area.

CHECKING OF PLAN

Licencing Officers shall, along with the fire inspector, where available, assess the emergency plan and where not satisfied request changes be made.

UPDATING OF PLAN

Where a day care facility has a program component for infants or non-ambulatory children, the emergency evacuation plan shall include evacuation procedures for these groups.

GUIDELINES

An updated emergency plan shall be submitted where changes occur. Emergency plans should be checked and initialled by fire inspectors.

EVACUATION OF INFANTS

To enable the easy effective evacuation of infants, infant areas should be located on the main floor of the building.

REGULATION 4

4(1) (d) a written description of the day care facility's proposed program;

POLICY
PROGRAM PROPOSAL REQUIREMENTS

As part of the licencing process, day care facility operators are required to submit a written program proposal to the Regional Licencing office for approval.

Regional requirements vary with regard to the submission and content of program proposals. However, all regions must require at least the content listed below.

DAY CARE CENTRES
NURSERY SCHOOLS

Program proposals are required in all regions for new day care centres, and nursery schools and may also be required:

for existing facilities at the time of licence renewal.

when a new program component is introduced,

when the operator or director of a facility changes.

when a change is requested in the licenced capacity of the facility.

FAMILY DAY HOMES

Requirements for submission of a program proposal by family day home operators vary regionally.

CONTENT OF A PROGRAM PROPOSAL

The program proposal shall include a detailed description for each of the following:

ACCOMMODATION

accommodation including:

floor plans showing dimensions and use of each room.

sample room arrangements indicating room organization i.e., designation of areas, placement of furnishings and equipment.

FURNISHINGS

furnishings and equipment including:

an inventory of furnishings and equipment to be provided in accordance with the age of the children and size of the group.

arrangements for storage of personal belongings and equipment.

PROGRAMMING

programming standards including:

a description of the proposed program of activities including program philosophy, scheduling, type of activities and experiences to be provided in accordance with the children's developmental needs.

a description outlining program approach i.e., how the program will be carried out.

EMERGENCIES

emergency standards including:

record keeping procedures (child registration and attendance), emergency evacuation plan, first aid training.

HEALTH

health standards including:

procedures for maintaining health records, medication, administration procedures, emergency procedures to be used in medical emergencies, health standards to initiate and maintain overall health.

NUTRITION

nutrition and food service standards including:

sample menu plans listing specific foods and reflecting balanced meals and snacks in accordance with the requirements under Day Care Regulations 28 and 29 (DL 02-11-01 to DL 02-11-02) and individual children's needs, procedures regarding meal service, provisions for special diet restrictions/allergies.

nutrition standards and procedures for the feeding of infants/special needs children, where these children are cared for.

STAFFING

staffing standards including:

complete job descriptions for each primary and support staff, a scheduling plan to ensure that staff coverage is available at all times, to meet staffing requirements under the Day Care Regulation.

OUTDOOR PLAY

outdoor play space standards including:

a description of the outdoor play areas, and alternates, including dimensions of the area and an inventory of equipment to be provided.

EVALUATION AND APPROVAL OF PROGRAM PLANS

Program plans are evaluated in accordance with Regional procedures and guidelines.

SECTION	SUBJECT	PAGE
REQUIREMENTS: LICENCE APPLICATION AND RENEWAL	FLOOR PLAN INITIAL APPLICATION	1
		DATE 01/11/87

REGULATION 4

4(1) (e) a plan of the day care facility showing dimensions and use of rooms.

POLICY

The floor plan is required as part of the program proposal, at licence application or renewal time, or when changes are made to the facility or use of the rooms.

FLOOR PLAN
USE OF ROOMS

A labelled floor plan (either blueprints or scale drawings) is required and is to include:

- child care areas
- office area
- infant area, if applicable
- isolation area (for ill child)
- kitchen area
- staff room
- hallways
- washrooms

ROOM DIMENSIONS

Scale drawings, including dimensions, assist in the preliminary determination of licenced capacity.

An on-site measurement is required before capacity is established.

REGULATION 4

4(2) An application for renewal of a day care licence shall provide

(a) evidence that the following have been obtained:

(i) a satisfactory fire inspection report from the Provincial or District Office of the Fire Prevention Branch, Department of Labour, completed within 1 year prior to the date of the application for a renewal of the licence, and

(ii) a satisfactory health inspection report from the Local Board of Health or Health Unit within which the day care facility is located;

POLICY
DEFINITION
EVIDENCE OF APPROVAL

See definition of evidence under Regulation 4(1)(a) (DL 02-03-01)

To ensure that the facility continues to meet safety and health requirements the following approvals are required before a licence is renewed.

For a day care centre or nursery school:

fire approval issued within one year prior to the date of licence renewal

a current health approval

For a family day home:

a current health approval

4(2) (b) a list of staff positions, the major responsibilities and the qualifications and experience required for each.

POLICY

See policy under regulation 4(1)(b) (DL 02-03-02)

For relicencing purposes the operator is only required to identify changes to staff positions from the time of their submission.

4(2) (c) an emergency plan satisfactory to the Director and an inspector appointed under The Fire Prevention Act that includes

(i) emergency evacuation and fire drill procedures,

(ii) arrangements for alternate emergency accommodation, and

(iii) arrangements for transportation to alternate emergency accommodation;

POLICY

See policy under regulation 4(1)(c) (DL 02-03-03) regarding content of an emergency plan and updating of the plan.

Where no changes have occurred in the emergency plan, resubmission is not required.

4(2) (d) a written description of the day care facility's proposed program;

POLICY

A program proposal may be required for licence renewal where:

one has not previously been submitted.

there is a request for an increase in licenced capacity or the capacity for a specific age group.

there are changes to the program.

See under regulation 4(1)(d) (DL 02-03-04) regarding content of a program proposal.

REGULATION 4

4(2) (e) a plan of the day care facility showing dimensions and use of rooms.

POLICY

See policy under Day Care Regulation 4(1)(e) (DL 02-03-05)

Where changes have occurred regarding the use of rooms or the building structure an updated floor plan is required. If no changes have occurred, a floor plan need not be resubmitted.

REGULATION 5

5 On receipt of an application for a licence to operate a day care facility, the Director may conduct an inspection of the proposed day care facility to ensure that it complies with this regulation.

POLICY

ON-SITE INSPECTION

An on-site inspection by a Licencing Officer is required, to ensure that all requirements and Day Care Regulations have been met before an initial or renewal licence is issued.

REGULATION 6

6 The operator shall submit a written description of the day care facility's proposed program for approval to the Director when any change is proposed to be made in the program.

POLICY

PROGRAM CHANGES

Proposed changes to the day care program shall be submitted for approval to the Regional Licencing Office before they are implemented.

Proposed changes to the program which require prior approval would include, for example:

- expansion of the service to add new spaces
- introduction of a new program component eg., school age or ECS program
- change to program philosophy, from regular day care program to Montessori type
- change in program approach from a child-directed activity program to one which is largely teacher-directed.

REGULATION 7

7(1) A day care facility shall comply with the following:

(a) no room or space to be used for child care purposes shall be located more than one storey below the ground;

GUIDELINE

To ensure easy access to and evacuation of child care areas, it is recommended that:

FACILITIES IN UPPER STORIES OF BUILDINGS

no day care facility be located above the second storey of a building.

LOCATION INFANT AREAS

where possible infant areas be located on the main floor of a building.

7 **(b) No room or space that is accessible only by ladder, folding stairs or through a trap door shall be used for child care purposes, other than play equipment including lofts and climbing apparatus;**

(c) Subject to clause (f) net floor area shall be provided for playing, resting or sleeping of not less than 2.5 square metres per child in all day care facilities;

COMMENT

Regulation 7(c) was replaced by 7(1)(f) in August 1982 and is no longer valid.

Alberta
SOCIAL SERVICES

DAY CARE REGULATION 7 — DL 02-04-02

SECTION	SUBJECT	PAGE
ACCOMODATION	CEILING HEIGHT	1
		DATE 01/11/87

REGULATION 7

7 (d) ceiling height in all day care facilities shall be not less than 2.3 metres;

POLICY

Areas with a ceiling height of less than 2.3 metres may be used (sloped ceilings, areas under beams) but this area cannot be measured in the net floor area.

This regulation has been transferred to the Alberta Building Code and is now monitored for compliance by Building Inspectors.

REGULATION 7

7 **(e) children may be permitted in the kitchen area only while under the supervision of staff;**

POLICY

Kitchen areas cannot be used as a general play area.

Children when in the kitchen must be under the direct supervision of a primary staff member at all times, this is particularly critical where children under 3 years of age are included in kitchen activities eg. baking.

GUIDELINES

It is recommended that children be allowed in the kitchen area in small groups only.

REGULATION 7

7 **(f) as of August 1, 1982, net floor area shall be provided for playing, resting or sleeping of not less than 3 square metres per child in all day care facilities except nursery schools, which shall have a net floor area of not less than 2.5 square metres per child.**

POLICY

MEASUREMENT OF NET FLOOR AREA

In measuring net floor area the following applies:

only space used exclusively by the centre during its entire hours of operation may be included in the calculation of net floor area. Space shared with other programs may not be included.

usable floor space measurements are to be taken between interior wall surfaces.

the floor area under open shelves may be included, but that under closed cupboards is not.

HALLWAYS

hallway space included must be unencumbered i.e. not blocked with furnishings, fixed equipment or storage of any type.

in addition, for emergency evacuation exit purposes hallway space must be free of all obstructions.

LOFTS

in the case of lofts built to provide a raised play area for the children, the space will only be measured once. That is , the loft and the space over which is it is located must be measured as a single space.

WASHROOMS

one half the total children's washroom area is included.

washroom space is measured from interior wall surface to interior wall surface; no deduction is made for fixtures.

OFFICE, KITCHEN, SPECIAL USE AREAS

The following floor areas are not included:

office areas (either separate from or within child care space), stairwells, kitchen isolation and storage areas, including locker and cubbyhole areas where the area is set aside solely for this purpose.

FURNISHINGS & EQUIPMENT

no deductions are made from net floor area for moveable play equipment, such as tables, chairs or climbers.

DOORS

a deduction of 0.5 square metres is made for the swing of each access door into a child care space.

CRIBS

in infant areas, no deductions are made for areas occupied by cribs.

STORAGE

space used exclusively for a storage area is not included.

CALCULATING LICENCED CAPACITY

Licenced capacity is calculated based on the total net floor area and is set at the nearest, lowest whole number.

Where the capacity recommended by the fire, health or municipal authority is lower, that capacity shall be binding.

GUIDELINES

INFANT SPACE

It is recommended that a separate sleep room be provided for infants in order to maximize the play area available. Where this is not possible, it is recommended that the net floor area exceed the required 3 square metres to compensate for the area occupied by cribs and/or playpens.

SECTION	SUBJECT	PAGE
ACCOMODATION	BUILDING COMPLEX LIMITS ON CAPACITY	1
		DATE 01/11/87

REGULATION 7

7(2) In this section, "building complex" means a shopping mall, an office building, a community centre or 2 or more buildings adjoining each other.

POLICY

DEFINITION: SHOPPING MALL

"A shopping mall" means the type of mall covered over, and contained under one roof.

DEFINITION ADJOINING BUILDINGS

"Adjoining buildings" means those which touch or are joined under one roof.

Malls where buildings are separate do not contravene this regulation.

Adjacent buildings, that is, those which are close to or neighboring one another but not touching, do not contravene this regulation.

7(3) If there are 2 or more day care centres in a building, dwelling or building complex, whether operated by the same operator or not, the total capacity for the building, dwelling or building complex shall not exceed 80 children under the age of 6 years.

POLICY

Enforcement is subject to the definitions above, for shopping mall and adjoining building.

This restriction only applies to day care centres. It does not include other types of day care facilities operating out of the same building or building complex.

For example, any number of nursery school programs can be licenced to operate out of the same building in conjunction with a day care centre or centres.

REGULATION 8

8 A day care centre and nursery school shall also comply with the following:

(a) water closets and lavatory facilities that are in accordance with regulations under The Alberta Uniform Building Standards Act shall be provided in a convenient location, accessible from individual rooms and adjacent outdoor play space;

POLICY

DEFINITION CONVENIENT

"Convenient" means on the same level of the building as the child care areas

DEFINITION ACCESSIBLE

"Accessible" means quickly reached, or adjacent to the child care space, and centrally located, dependant upon the child's age.

DEFINITON ADJACENT

"Adjacent" means near or beside.

Licencing Officers shall assess the convenience and accessibility of washrooms for indoor and outdoor play areas.

Washroom facilities are inspected by the Municipal Plumbing and/or Building Inspector at the time of building construction or renovation.

Building standards are not retroactive. Therefore, older day care facilities may have washrooms in accordance with those requirements in effect at the time the day care facility was developed.

UPGRADING

Where there is a change of ownership, expansion of the facility, or building renovation, these facilities may be required to upgrade to current standards.

REQUIREMENTS UNDER BUILDING CODE

The present requirements for toilet facilities, as described in the Alberta Building Code (under the Uniform Building Standards Act) are:

Number of Persons	Minimum Number of Toilets
up to 10	1
11 - 25	2
26 - 50	3
51 - 75	4
76 - 100	5
100 - 130	6

One sink is required for every two toilets.

Separate washrooms for each sex are not required for children under 6 years of age.

GUIDELINE
STAFF WASHROOMS

Separate washroom facilities from those used by the children should be provided for staff members.

8 (b) Bathroom fixtures shall be easily usable by children.

POLICY
DEFINITION
EASILY USABLE

"Easily usable" means installed or adapted to child's height.

FIXTURE INSTALLATION AND ADAPTATION

Raised platforms shall be provided to allow access to adult sized fixtures. The use of stools, which can tip easily, is discouraged.

Alternatively, child-sized toilets may be used.

Potty chairs or toilet seat inserts shall be available, in the washroom, for the use of toddlers.

Where used by children with special needs, washroom fixtures shall be adapted, in accordance with their needs.

REGULATION 9

9 A day care centre shall also comply with the following:

(a) each room used for child care purposes shall have a layout conducive to easy and effective supervision;

POLICY
DEFINITION
SUPERVISION

"Conducive to easy and effective supervision" means:

play areas shall be arranged to enable staff to easily and effectively supervise the children at all times. Children must be in sight of staff at all times.

This applies as well to sleep rooms, for both infants and older children.

Low dividers or cupboards when used as dividers shall not be placed so as to restrict vision or cause blind spots.

REGULATION 9

9 **(b) There shall be adequate accommodation for administration, interviewing, food preparation, maintenance and records, staff lounge and an area for staff to change their clothes;**

POLICY

DEFINITION ADEQUATE ACCOMMODATION

"Adequate accommodation" means:

for administration: a separate room or divided area which is quiet and is equipped to ensure that records are maintained in an organized and confidential manner.

for interviewing: a private area which is readily accessible and preserves confidentiality for parents, visitors and prospective employees.

for food preparation: an area which meets the requirements under the Public Health Act.

for staff lounge: a separate staff room or kitchen area when not being used for food preparations. (see Section 9(c))

for staff changing: a staff room or staff washroom.

storage for staff's personal belongings shall be provided separate from the staff washroom.

9 **(c) The kitchen may be used as a staff lounge except for those times when food is being prepared or consumed and it shall not be used as a playroom.**

GUIDELINE

A staff lounge area provided solely for that purpose, is preferred.

REGULATION 10

10 A day care facility shall comply with the following:

(a) all furnishings and equipment shall be maintained in good repair and be free from sharp, loose or pointed parts;

POLICY

REGULAR INSPECTION

A regular inspection routine shall be established by operators to ensure that indoor and outdoor equipment is maintained on an ongoing basis and removed or repaired when there is evidence of wear, cracks, splinters, sharp edges, rust or peeling paint.

Day care staff shall inspect equipment and furnishings daily and prior to each use by the children.

REGULATION 10

10 (b) **Furnishings and equipment shall include:**

(i) a quantity of tables and chairs in proportion to the number and size of the children enrolled in the day care facility,

POLICY

DEFINITION IN PROPORTION TO NUMBER

"In proportion to the number of children enrolled" means:

for each child enrolled, except for infants, a chair and space at a table shall be provided.

DEFINITION IN PROPORTION TO SIZE

"In proportion to the size of the children" means:

Tables and chairs shall be of varying height and size to accommodate all children.

CHAIR AND TABLE SIZE

Table size shall permit each child's elbows to be no higher than mid-chest when seated.

Chair size shall allow a child to rest his feet against the surface of the floor when seated.

Tables should be of the size to accommodate small groups of children and staff.

HIGH CHAIRS

A high chair, with a wide base and safety strap, shall be provided for the use of all infants, over the age of six months, who are incapable of feeding themselves.

Special needs children require chairs and tables selected or adapted for their use.

REGULATION 10

10 (b) furnishings and equipment shall include:

(ii) safe, suitable play materials and equipment, both indoor and outdoor in sufficient quantity to offer the children enrolled in the day care facility a variety of activities;

POLICY

Policy interpretation of this regulation is outlined in DL 02-08-09 as part of the interpretation of Day Care Regulation 14 on Programming Standards.

SECTION	SUBJECT	PAGE
FURNISHINGS AND EQUIPMENT	STORAGE	1
		DATE 01/11/87

REGULATION 10

10 (c) cupboard and other storage space easily accessible to children shall be provided for indoor and outdoor play materials, equipment, clothing and supplies;

POLICY
DEFINITION
EASILY ACCESSIBLE

"Easily accessible" means storage space, such as cupboards, shelves and locker space containing children's toys, play materials and personal belongings shall be at child level and allow the child to use them without aid from staff.

STORAGE FOR INFANTS

For infants and toddlers, storage space shall be provided for personal effects e.g., clothing, diapers and additional space shall be provided for storing strollers, and other equipment.

10 (d) individual lockers, cubbyholes or hooks easily accessible to children shall be provided in a lighted area and arranged in such a manner that each child's clothes and personal effects can be kept separate from those of other children.

POLICY
DEFINITION
SEPARATE

"Separate" means separate lockers or hooks installed a minimum of 0.3 metres apart.

"Easily accessible" - see definition above.
DL 02-05-03 DC Regulation 10 (c).

GUIDELINE

A designated locker area should be provided.

Individual cubby hole space should be provided in addition to lockers or hooks.

Family day homes may use closet space and labelled coat hangers in lieu of lockers, cubby holes and hooks.

SECTION	SUBJECT	PAGE
CRIBS, COTS, BEDS SLEEPING MATS	CRIB REQUIREMENTS	1
		DATE 01/11/87

REGULATION 11

11(1) A day care centre and family day home shall also comply with the following:

(a) a separate crib which complies with subsection (2) shall be provided for every child under 19 months of age;

POLICY

All cribs used in day care centres and family day homes must comply with the following standards and those outlined in section 11(2).

In family day homes, playpens may be substituted for cribs.

Infants over 35 inches in height or infants who can get out of the crib by themselves shall not be placed in a crib.

Alberta
SOCIAL SERVICES

DAY CARE REGULATION 11 — DL 02-06-02

SECTION	SUBJECT	PAGE
CRIBS, COTS, BEDS SLEEPING MATS	SUITABILITY OF COTS BEDS, AND SLEEPING MATS	1
		DATE 01/11/87

REGULATION 11 — **11(1) (b) a cot or bed or sleeping mat of a suitable size shall be provided for every child 19 months of age or older;**

POLICY

DEFINITON SUITABLE SIZE

"Suitable size" means:

the cot, bed or mat shall:

be provided in accordance with the size of the child using it.

be long enough so that neither the child's feet nor head extend past the ends

be wide enough so that the child can easily turn over without falling off.

COTS, BEDS, SLEEPING MATS

In accordance with the Public Health Act, Institutions Regulation:

LABELLING

Cots, beds and mats shall be labelled or easily identifiable and not interchanged between children.

CLEANABILITY

Cribs, beds, cots and mats shall have moisture resistant surfaces and washable, removable covers.

GUIDELINE

THICKNESS OF MATS

A minimum thickness of 5 cm. high density foam is recommended.

REGULATION 11

11(1) **(c) double deck or multiple tier beds or cribs shall not be used for children under the age of 6;**

POLICY

To ensure the safety of preschool children, in day care centres and family day homes, bunk beds shall not be used.

MULTIPLE TIER CRIBS RESTRICTIONS ON USE

Multiple tier crib arrangements are prohibited under Day Care Regulation section 11(c) and no new such system will be approved.

Existing multiple tier crib systems may be used until June 30, 1988 subject to the following restrictions:

no lower crib shall be placed, when in use, directly under an upper crib, but shall be moved away such that no accidental injury may be caused to the infant below.

no infant over the age of 9 months (approximately) or who is able to stand, shall be placed in a suspended or wall crib.

11(1) **(d) sleeping space for children under the age of 19 months shall be sufficiently separate from older children to ensure quiet sleeping accommodations;**

POLICY
DEFINITION
SUFFICIENTLY SEPARATE

"Sufficiently separate" means a separate sleeping room or the use of high dividers which buffer noise around the sleep area to ensure a quiet area.

Children under 19 months of age have varying sleep schedules and thus require a quiet area.

GUIDELINE

A separate sleep room for infants is recommended.

REGULATION 11

11(1) **(e) When in use, cribs, cots, beds and sleeping mats shall be at least 0.5 metres apart;**

POLICY
ACCESS

The 0.5 metre spacing is in all directions.

There shall be easy access to all children when sleeping to ensure safe and effective evacuation during an emergency.

When not in use, cribs may be moved closer together to provide a greater play area.

SECTION	SUBJECT	PAGE
CRIBS, COTS, BEDS SLEEPING MATS	BEDDING	1 -
		DATE 01/11/87

REGULATION 11 **11(1)** **(f) cribs, cots, beds and sleeping mats shall be furnished with blankets to provide and maintain adequate warmth for the children while sleeping;**

POLICY

Identifiable blankets shall be provided and not inter-changed between children.

Cribs shall be provided with sheets as well as blankets.

GUIDELINE

It is strongly recommended that sheets be provided for cots and sleeping mats, where cots and mats are covered with vinyl or other such waterproof material.

SECTION	SUBJECT	PAGE
CRIBS, COTS, BEDS SLEEPING MATS	NOT LIMITING FIELD OF VISION	1
		DATE 01/11/87

REGULATION 11

11(1) (g) cribs and play pens shall not limit the child's field of vision.

POLICY
DEFINITION
NOT LIMITING VISION

"Not limit the child's field of vision" means:

every crib or playpen shall allow for visibility and air circulation on at least two sides.

a crib or playpen is not in compliance with the regulation of visibility and air circulation if restricted on more than 2 sides.

REGULATION 11

11(2) The operator shall ensure that cribs provided under subsection (1) meet the following requirements:

(a) a crib acquired on or after October 1, 1986 shall meet the standards established by the Cribs and Cradles Regulations, SOR 86-962, under the Hazardous Products Act (Canada);

(b) cribs in use prior to October 1, 1986 shall be replaced so that

(i) at least 25% of the number of those cribs meet the standards referred to in clause (a) by December 1, 1987;

(ii) at least 50% of the number of those cribs meet the standards referred to in clause (a) by March 31, 1988, and

(iii) 100% of the number of those cribs meet the standards referred to in clause (a) by June 30, 1988.

11(3) Where an officer is satisfied that the use of a crib under subsection (1) (a) would endanger the safety of the child, the operator shall provide a cot, bed or sleeping mat of suitable size for the child.

POLICY

Cribs shall be maintained by the facility operator in accordance with all requirements under the Federal Cribs and Cradles Regulations.

REGULATION 12

12 Every day care centre shall provide the following outdoor play space adjacent to the centre or within easy and safe walking distance to accommodate at least 50% of the maximum number of children authorized by the licence, as follows:

a) for children under the age of 19 months, not less than 2 square metres per child and the play space shall be fenced on all sides and be provided with gates securely fastened at all times unless the staff to child ratio in the play space is at least 1 to 3;

b) for children 19 months to 6 years, not less than 4.5 square metres per child and the play space shall be fenced on all sides and be provided with gates securely fastened at all times.

POLICY

DEFINITION
ACCESSIBILITY

"Within safe and easily walking distance" means:

less than 3 city blocks away.

ease of walking distance shall be based on the age of the youngest child using the play space.

attendance at the designated playspace within this definition is not considered a field trip.

See definition "age of 6 years" under Day Care Regulation 1(a) (DL 02-01-01).

MINIMUM SPACE REQUIREMENT

The regulated outdoor space requirement is a minimum.

Licencing officers shall ensure that at least the minimum playspace is provided in all cases.

Play space available adjoining the day care facility shall be developed as outdoor play space and shall include the materials and equipment listed in DL 02-08-13.

See definition "Adjoining" (DL 02-04-05)

The fence and gates when securely fastened shall not allow preschool children to exit by themselves.

All playspace used for preschool children shall have a shaded area.

GUIDELINE

For infants and toddlers a play space adjacent to the facility is preferred.

REGULATION 13

13 A family day care home shall provide outdoor play space adjacent to the home or within easy and safe walking distance for the maximum number of children authorized by the licence as follows:

(a) for children under the age of 19 months, 2 square metres per child and the play space shall be fenced on all sides and be provided with gates securely fastened at all times;

(b) for children 19 months to 6 years, not less than 4.5 square metres per child.

POLICY

PLAYSPACE REQUIREMENTS

In family day homes, the outdoor play space is subject to all policy requirements and interpretations under Regulation 12 with the following exception:

the play area need not be developed to the same level of sophistication as a day care centre or nursery school, regarding amount and variety of surfaces and equipment (see DL 02-08-13).

MINIMUM SPACE REQUIREMENT

Licencing officers shall ensure that at least the minimum playspace is provided in all cases.

All playspace used for preschool children shall have a shaded area.

See definition "age of 6 years" under Day Care Regulation 1(a) (DL 02-01-01).

REGULATION 14

14 A day care facility shall provide a program that in the opinion of the Director is

(a) in keeping with the developmental needs of children, and

(b) retains flexibility and provides for rest, toilet and nourishment, indoor and outdoor activities, group and individual activities, and rigorous and quiet activities.

POLICY
INTRODUCTION

A day care program shall:

meet the developmental needs of the children

provide a variety of indoor and outdoor activities

retain flexibility and balance.

A copy of the day care facility program description should be available to all parents using the service. This should be provided during parent registration, or at any other time upon request.

DEVELOPMENTAL NEEDS OF CHILDREN

For the purpose of interpreting this regulation, the developmental needs of children are categorized as social, physical, intellectual, creative and emotional.

The day care program shall make provisions for meeting these needs for each child. In addition, the day care program shall foster the child's self-concept development and make appropriate provisions for the special requirements of infants and toddlers.

A description of each developmental need and its relationship to the day care program follows.

POLICY

DEFINITION SOCIAL NEEDS

The child's social needs are characterized by the need to interact with peers, function as a group member and learn acceptable social behavior.

DAY CARE PROGRAM REQUIREMENTS

The day care program shall:

be planned to include children's social needs as a group member and as an individual.

be offered in an environment which encourages social interaction among children and adults.

include activities and materials which encourage social development.

OPPORTUNITIES FOR CHILDREN

The child shall have the opportunity to:

develop positive relationships with others.

cooperate and share.

resolve personal conflict.

function as a group member.

observe appropriate adult role models in order to learn acceptable social behavior.

SPECIAL NEEDS

The day care program shall include a provision for assisting children with special social needs.

POLICY

DEFINITION PHYSICAL NEEDS

The child's physical need to grow and develop is characterized by needs to develop physical skills in a variety of areas.

DAY CARE PROGRAM REQUIREMENTS

The day care program shall:

be planned to include the children's varied physical needs.

include activities and materials which are for the development of physical skills.

The child shall have the opportunity to:

GROSS MOTOR SKILLS DEVELOPMENT

develop gross motor skills through such such activities as crawling, running.

FINE MOTOR DEVELOPMENT

develop fine motor skills (finger speed, steadiness, finger/hands dexterity) through the manipulation of small materials.

PERCEPTUAL/MOTOR DEVELOPMENT

develop perceptual motor skills including:

body awareness,

directional awareness (left-right, updown),

temporal awareness (sense of timing e.g., catching or bouncing balls),

sensory development: (seeing, hearing, touching, smelling and tasting).

develop fundamental movement abilities including: coordination, kicking, catching, balance and stability, locomotion (movement using a variety of straight and curved pathways, rhythm, dancing, clapping, marching)

SPECIAL NEEDS

The day care program shall include a provision for assisting children with special physical needs.

POLICY

DEFINITION INTELLECTUAL NEEDS

The child's intellectual needs are characterized by the need to explore, observe, know and understand the objects and events in their environment.

DAY CARE PROGRAM REQUIREMENTS

The day care program shall:

be planned to include children's intellectual needs.

offer an encouraging environment where children can self direct their activities and select, plan and organize their own learning.

include activities and materials which stimulate intellectual development.

The child shall have the opportunity to develop:

LANGUAGE SKILLS

language skills:

by observing proper use of language as modelled by caregivers.

by using words and sounds in a variety of ways to describe, explain and communicate with others.

through opportunities to learn new words.

by giving and following directions.

LISTENING SKILLS

listening skills:

through opportunities to hear and relate stories, discriminate sounds, repeat simple sounds/songs, and carry out simple verbal directions.

OBSERVATION SKILLS

observation skills:

through the use of all five (5) senses.

SPECIAL NEEDS

The day care program shall include a provision for helping children with special intellectual needs.

POLICY
DEFINITION
CREATIVE NEEDS

Creative thinking is the ability to use past experience to generate new ideas or new combinations of ideas. It is basic to all creative self-expression and creative problem solving and pervades all areas of development.

Creative thinking is a process of exploration, experimentation, invention and discovery.

Providing too many concrete examples inhibits creative development.

DAY CARE PROGRAM REQUIREMENTS

The day care program shall:

provide opportunities for the enhancement of creativity in all children.

OPPORTUNITIES FOR CHILDREN

The child shall have the opportunity to:

use his imagination and materials in novel and unusual ways.

give more than one answer to a question.

find more than one solution to a problem.

POLICY

DEFINITION EMOTIONAL NEEDS

The child's emotional needs are characterized by need to be and to feel accepted, respected and secure.

The day care program shall:

DAY CARE PROGRAM REQUIREMENTS

- provide an accepting and secure environment in which the child is respected.
- use the child's emotional needs as a basis for program planning.
- provide activities and materials that encourage the child's emotional development.

OPPORTUNITIES FOR CHILDREN

The child shall have the opportunity to:

- participate in self-directed activities which develop independence, initiative and foster the ability to make decisions.
- accept and express his own feelings with the assistance of the caregiver.
- develop an awareness and respect for the feelings of others.
- give and receive affection.
- express anger appropriately and cope with frustration and failure.

SPECIAL NEEDS

The day care program shall include a component for assisting children with special emotional needs.

POLICY

DEFINITION SELF CONCEPT

Central to all areas of development is how the child perceives himself, his self-concept. How a child feels about himself influences his performance in all areas.

DAY CARE PROGRAM REQUIREMENTS

The day care program shall:

foster an environment where each child, his family, language and culture, is accepted and valued.

plan activities and provide materials which encourage the development of positive self concepts in children.

OPPORTUNITIES FOR CHILDREN

The child shall be encouraged to:

participate in self-directed learning opportunities which are appropriate to his level of development and allow him to experience success.

SPECIAL NEEDS

Programs should assist children who have special needs regarding the development of a healthy and positive self image.

PROGRAMS FOR THE INFANT AND TODDLER

What happens to a child in the first years of life greatly influences his later years.

The infant - toddler program shall:

be organized in such a way that each infant and toddler is treated as a unique individual.

offer opportunities for the infant and toddler to form a close and secure relationship with one consistent caregiver who values and cares for him e.g., primary caregiver.

facilitate play, the avenue through which the infant and toddler develops curiosity and understanding about his world, attitudes about others, and a sense of what he can expect from them.

The caregiver shall:

take all opportunities available to both initiate play and respond to the infant's playful activities including when infants are fed, diapered, comforted or put down to sleep.

facilitate maximum social interaction between caregiver and infant.

arrange the environment to provide materials which stimulate and facilitate play.

Central needs of the infant-toddler are:

BONDING

the need to form a close relationship with one person who values him i.e. the primary caregiver.

PLAY

the need to become involved in playful activity.

the need to interact with his environment which provides:

things and experiences
information about them
opportunities for action

REGULATION 10

10 (b) (i) **furnishings and equipment shall include: safe, suitable play materials and equipment, both indoor and outdoor in sufficient quantity to offer the children enrolled in the day care facility a variety of activities,**

COMMENT

The interpretation of this regulation is provided in this section since it relates primarily to programing standards.

POLICY

INTRODUCTION

Preschool children's developmental needs are best met through a play-based program which achieves a balance between staff-directed and child-directed activities.

The play environment must be organized to allow the child free-choice, a variety of experiences, and accessible toys and equipment.

Activity areas provide the organizational structure to promote this.

DEFINITION
SUFFICIENT QUANTITY
AND VARIETY

The following policy relates to the provision and equipping of activity areas.

"Sufficient quantity" and "variety" means the requirements as outlined in sections DL 02-08-10 to DL 02-08-13.

DETERMINING NUMBER OF ACTIVITY AREAS NEEDED	ACTUAL NUMBER OF CHILDREN COMFORTABLY ACCOMMODATED PER ACTIVITY AREA - DEPENDENT UPON AGE AND SIZE OF THE CHILD
Essential Areas:	
Housekeeping/Dramatic Play	2 - 6
Books/Library/Music	2 - 4
Block Centre/Floor Play	2 - 6
Art/Craft Centre	2 - 4 per table
Manipulative/Table Top Area	2 - 6
Sand/Water Tables	2 - 4
Gross Motor Area	2 - 6
Supplementary Areas:	
Science/Nature	1 - 2
Carpentry	1 - 2
Discovery/Curiosity	2 - 4

Within each activity area the following equipment shall be available for children 3 to 5 years of age. DL-02-08-12 describes requirements for infants and toddlers.

ESSENTIAL AREAS REQUIRED

HOUSEKEEPING
DRAMATIC PLAY

HOUSEKEEPING/DRAMATIC PLAY

Dramatic Play Area:

- child sized table, chairs, appliances (fridge, stove, sink),
- dishes, pots, pans and food props,
- full length mirror,
- dress up clothes and accessories,
- dolls and clothes

PROPS

Equipment shall be available to create some of the following: postal station, store, barber/beauty shop, hospital, fire station.

BOOKS, LIBRARY, MUSIC

BOOKS/LIBRARY/MUSIC

Library/Music area:

Library:
- display rack book shelf,
- carpeted area with large cushions,
- variety of books: soft and hard cover, child-made, magazines,
- pictures at child level.

Music:
- record/tape player
- story, song, rhythm and movement records/ tapes,
- children's musical instruments,

MANIPULATIVE
TABLE-TOP

MANIPULATIVE/TABLE-TOP AREA

- storage shelves
- a variety of puzzles including

	interlocking, inlaid, wooden, simple and complex . table top blocks (lego, bristle blocks) . assorted pegboards and pegs . stringing beads/lacing cards . matching and sorting toys . shape sorters . nesting toys
BLOCK CENTRE FLOOR PLAY	BLOCK CENTER/FLOOR PLAY AREA . storage shelves . a variety of wooden blocks in assorted sizes and shapes including large floor blocks
ACCESSORIES	Accessories including: . track set . assorted vehicles in varied sizes . a variety of play sets and accessories (farm, zoo, airport, town).
ART CRAFT	ART/CRAFT MATERIALS: . easels, with shelf for paint containers, . paints and supplies . playdough, plasticine, . crayons (regular and chubby), chalk/pencils . scissors (child-sized, blunt, easy grip, right and left handed) . collage materials (magazines, wallpaper sample books) . glue . supplementary materials (paper plates/cups, foil, cotton balls)
SAND TABLE	SAND/WATER PLAY AREA: Sand Play: . large sand table . storage shelf . assorted plastic containers . shovels/pails . funnels

- assorted vehicles
- sifter

COMMENT

Sand used must comply with requirements under the Public Health Act.

WATER TABLE

Water Play:
- large water table
- storage shelf
- plastic aprons
- assorted plastic containers
- floating toys
- including accessories: pump, funnels

GROSS MOTOR

GROSS MOTOR AREA:

- climbing structure
- preschool balance beams
- tricycles/riding toys
- assorted balls in a variety of sizes
- bean bags

OTHER AREAS

SUPPLEMENTARY AREAS:

SCIENCE/NATURE AREA:

- storage shelf/display table
- magnifying glass
- magnets
- balance scale and weights
- aquarium/live animals
- plants

DISCOVERY/CURIOSITY AREA:

- storage shelf/display table
- curiosity items: old radio, clock, typewriter, bird's nests, honey combs

CARPENTRY AREA:

- woodworking bench
- real variety tools
- nails
- scrap wood

INFANT TODDLER EQUIPMENT

Within the infant toddler areas the following shall be available.

LYING/SITTING BABIES

FOR LYING AND SITTING BABIES:

- pictures of faces close to floor level, in cribs and around change areas
- mobiles
- rattles (in accordance with requirements under Hazardous Products Act)
- musical toys
- music (staff singing/records)
- variety of balls
- crib activity centres
- rocking chair
- mirror (non-shatter type) at floor level

COMMENT

Use of walkers and swingomatics is not recommended.

CRAWLING/WALKING BABIES

FOR CRAWLING AND WALKING BABIES:

- shape sorter, nesting/stacking toys
- snap-lock beads
- simple 1-2 piece puzzles
- balls (varied sizes)
- blocks
- music boxes/pop up toys

Gross Motor:

- large unobstructed space to provide opportunity for infants to crawl/walk/ride
- push/pull toys
- riding/rocking toys
- variety of books

Language Development/Imitative Play:

- music, staff singing/talking
- rocking chair
- mirror (non-shatter type) at low level

TODDLERS

FOR TODDLERS:

Manipulative Toys:

- large pegs/pegboard
- 3-4 piece puzzles

. stacking/nesting/sorting toys
. snap lock beads

Art/Craft:

. finger paint/supplies
playdough
. large crayons

Construction Toys:

. assorted blocks in a variety of sizes and types

Sand-Water Table:

. funnels
. containers
. bathtub toys
. pails/shovels

Gross Motor:

. push pull toys
. riding toys
. large balls
. play slide
. large wooden floor blocks

Language/Music:

. records/record player
. variety of books
. puppets
. musical instruments

Imitative Play:

. housekeeping unit
. a variety of vehicles and accessories
. non-breakable mirror
. dress-up clothes
. stuffed animals
. play sets

OUTDOOR PLAY AREA

OUTDOOR PLAY AREA

Outdoor play equipment shall include:

STRUCTURES

large climbing structure with cushioned surface underneath.

large, covered sandbox.

OUTDOOR TOYS

swings with lightweight, flexible, non-cutting seats.

slide with guardrails and handrails.

Where adjoining playspace is not available and alternate play areas (parks, etc.) are used, age appropriate equipment which includes that listed above shall be provided.

Accessory equipment:

tricycles, wagons, hoops, balls, skipping ropes.

seasonal equipment (sleds, toboggans)

boards/boxes/tires for children to create their own play environment.

SECTION	SUBJECT	PAGE
PROGRAMMING STANDARDS	PLAY MATERIALS AND EQUIPMENT: SUMMARY	1
		DATE 01/11/87

COMMENTS

SUMMARY:

The inventory of play materials and equipment is not an exhaustive one.

SUBSTITUTIONS

Substitutions in equipment may occur, however, the operator shall satisfy the Licencing Officer or Day Care Consultant of the appropriateness and equitability of any substitutions made.

POLICY

INTRODUCTION

First hand experiences can provide the basis for learning and understanding. As such, they are an important part of the learning process.

The following guidelines are provided concerning the conducting of field trips (farm visits, fire station tours etc.) and group outings (walks, trips to shopping centres, neighborhood parks.

PURPOSE OF FIELD TRIP

Before including field trips in the day care program a clear purpose for the trip and clear goals for the children must be established. In this way, only field trips and outings which are of value to the children will be included.

PLANNING

When establishing the purpose and goals the following factors must be considered:

- the overall plan of activities.
- the individual needs of the children - their desires, interests.
- the children's age and developmental level.

It is very important that field trips be planned for a location which is familiar to the staff and contains familiar elements for the children.

During planning, input should be requested from all parents to ensure that field trips and outings complement the family unit.

APPROVAL

All field trips should be approved by the day care centre Director and parents.

AGE PRECAUTION

For safety reasons, as well as to ensure that all children genuinely benefit from the experience, it is important that all children be able to listen and follow instructions. To ensure their safety additional precautionary steps should be taken ie. more staff and smaller groups if children under 4 years of age are taken on field trips.

STAFFING REQUIREMENTS

Minimum primary staff:child ratios (see Day Care Regulation 34 and 35, DL 02-12-04, DL 02-12-05), maximum group sizes (see Day Care Regulation 34 DL 02-12-04) and the requirement for at least 2 staff whenever 4 or more children are present

(Day Care Regulation 37 DL 02-12-07) shall be maintained during all outings and field trips.

ADDITIONAL STAFFING AND GROUP SIZE RECOMMENDATIONS

In order to ensure children's safety and to provide greater opportunity for children to ask questions and discuss what they've seen additional volunteers and/or extra staff should be included and children should be taken out in small groups of no more than 3 children per adult.

EMERGENCY PROVISIONS

Complete emergency information, on each child, should be taken.

FIRST AID

At least one staff member with a valid first aid certificate shall be in attendance.

A first aid kit must be taken.

ATTENDANCE

Before leaving the day care facility, duplicate lists of the children's names should be prepared - one list to be left at the facility and one to be taken by the staff member in charge.

SCHEDULING

Children's attendance should be checked before leaving the facility, before and after boarding vehicles (cars, busses), and upon returning to the facility. As well, attendance should be checked frequently during the field trip or outing.

Field trips and outings should be confined to off-peak times (i.e., not during rush hour) when the hazards of busy intersections or crowds are minimized. This is particularly important when public transportation systems are used.

For further relevant information see also TRANSPORTING OF CHILDREN. (DL 02-09-02).

REGULATION 15

15 Staff in every day care facility shall discuss methods of disciplinary action with the parents of each child in attendance at the day care facility and shall ensure that the discipline used corresponds to that of a kind, firm and judicious parent.

POLICY
RECORD OF DISCUSSION OF DISCIPLINE

Facility operators shall maintain a record indicating that the discipline policy of the facility and the wishes of the parent regarding discipline have been discussed with the parents of each child.

The Licencing Officer shall:

discuss with the facility operator the discipline policy and methods used.

ensure that a system is in place whereby staff are made aware of and follow the policy.

The day care operator shall ensure that the discipline policy is followed at all times.

GUIDELINE
WRITTEN POLICY

It is recommended that each facility have a written discipline policy and that each parent receive a copy at registration time of enrollment.

REGULATION 16

16 Every day care facility shall comply with the following standards to meet emergency situations;

(a) the operator shall provide general liability insurance coverage for staff and children in care;

POLICY

PROOF OF COVERAGE

Proof of liability insurance coverage shall be maintained on premises at all times and include:

- company name
- type and amount of coverage
- effective dates of coverage

AMOUNT AND TYPE

The appropriate amount and type of coverage on vehicles used to transport children shall be determined by the insurance agent.

POLICY
INTRODUCTION

The provisions of the Motor Transport Act in accordance with the requirements administered by the Department of the Alberta Solicitor General, apply to the transporting of children.

This transportation includes:

transporting of children to and from school or a regular or occasional basis and,

excursions off the program premises, (i.e., away from the day care centre, nursery school)

The requirements pertain to all vehicles driven for this purpose by the program owner, a staff member or a family day home caregiver.

The requirements apply regardless of whether the parents are charged a transportation fee separate from the monthly care cost, or the transportation service is provided as part of the total program included in the monthly fee.

Operators are expected to be familiar and to comply with these provisions. Conviction for an offense under this Act could result in the suspension or cancellation of the day care licence.

Further information on the above requirements may be obtained from:

Motor Transport Board (Head Office)
4th Floor, Provincial Building
4920 - 51 Street
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SECTION	SUBJECT	PAGE
PROVISIONS FOR EMERGENCY SITUATIONS	EMERGENCY INFORMATION	1
		DATE 01/11/87

REGULATION 16

16 (b) current addresses and telephone numbers shall be readily available with respect to

(i) parents and alternates to contact if parents are not available;

(ii) staff members and substitute staff;

(iii) the health unit and the Medical Officer of Health;

(iv) each child's physician;

(v) the nearest hospital emergency and poison information centre;

(vi) ambulance and taxi services;

POLICY

DEFINITION READILY AVAILABLE

"Readily available" means immediately available and accessible to all staff at all times in a central location.

DEFINITION CURRENT

"Current" means checked and updated a minimum of every 6 months.

CARD FILE

An emergency cardex file with pertinent emergency information from each child's registration and health record shall be maintained for emergency purposes.

RECORDS

All staff shall be aware of the location of and have access to the emergency records and cardex.

POSTED EMERGENCY NUMBERS

The following emergency numbers shall be posted beside each telephone:

- fire
- police
- hospital
- poison information

- ambulance
- taxi service
- local health unit

GUIDELINE

When taking children on field trips, the emergency cardex file information for each child should be duplicated and taken by staff.

REGULATION 16

16 **(c) approved portable fire extinguishers shall be provided, and maintained to the satisfaction of an inspector appointed under The Fire Prevention Act in accordance with the Standard for Installation, Maintenance and Use of Portable Fire Extinguishers National Fire Protection Association International No. 10-1978 as amended or replaced from time to time, and except in the case of a family day home, shall be placed in a conspicuous and accessible area as designated by an inspector appointed under The Fire Prevention Act.**

POLICY

TYPE

The local fire authority shall determine the type, number and location of the fire extinguisher(s).

In accordance with the Alberta Fire Code, Fire extinguishers are required to be maintained annually and checked monthly

LOCATION

All staff in day care facilities shall know the location of the fire extinguisher(s) and how to use them.

In all facilities, including family day homes, the fire extinguisher(s) shall be immediately and readily accessible.

GUIDELINE

SMOKE DETECTORS

Smoke detectors are highly recommended in family day homes.

REGULATION 16

16 (d) fire drills shall be held in accordance with the Controlled Building and Residential Occupancy Building Regulation (Alberta Regulation 317/79) as it applies to schools and a record of them shall be maintained on forms supplied by the Director;

POLICY

FREQUENCY

Fire drills shall be conducted monthly.

RECORDS

Fire drills shall be recorded on forms provided by the Director of Social Care Facilities, and posted.

A total evacuation fire drill is not required each time. However, monthly fire drills shall be conducted with day care staff for the primary purpose of outlining and familiarizing them with their roles and responsibilities for fire evacuation.

BUILDING EVACUATION

Total evacuation fire drills involving staff and children are required a minimum of 6 times per year.

USE OF FIRE ALARM BELL

Small children can become very distressed at the intense sound of the fire alarm bell. In order that this distress does not interfere with the safe, easy, and effective evacuation of the children in an emergency, it is essential that the children become accustomed to the nature and sound of the fire alarm. Therefore, the alarm shall be used during all total evacuation drills.

SECTION	SUBJECT	PAGE
PROVISIONS FOR EMERGENCY SITUATIONS	EMERGENCY PLAN	1
		DATE 01/11/87

REGULATION 16

16 (e) a copy of the emergency plan required under section 4(c) of this regulation shall be placed in a conspicuous place in the facility and a copy shall be given to all parents of children in attendance at the day care facility;

POLICY

DEFINITION

CONSPICUOUS

"Conspicuous" means easily accessible to all staff and persons using the facility and the Licencing Officer.

See also Day Care Regulations Section 4(1)(c) (DL 02-03-03) regarding development of an emergency evacuation plan.

POSTING

The emergency plan shall be posted.

Parents shall be made aware of the emergency relocation site.

REGULATION 16

16 (f) In every day care centre at least one staff member shall be the holder of a valid certificate in the first aid treatment.

POLICY

At least one person with a valid certificate shall be on premises, easily available to attend to an emergency, at all times.

DEFINITION
A VALID CERTIFICATE

"A valid certificate" means a current certificate in First Aid in Child Care.

COMPLIANCE

Currently compliance is based on a valid certificate as follows:

- St. John Standard First Aid in Child Care; or
- Canadian Red Cross Emergency Home Care (adapted for child care.)

Certificates obtained prior to November 30, 1985 will be valid for a maximum of 3 years.

GUIDELINES

It is highly recommended that this requirement be met in licenced family day homes and nursery schools.

It is recommended that all staff have first aid training to ensure coverage at all times.

At least one staff trained in first aid shall accompany each group of children on field trips.

SECTION	SUBJECT	PAGE
PROVISIONS FOR EMERGENCY SITUATIONS	FIRST AID KIT	1
		DATE 01/11/87

POLICY

FIRST AID KIT

A first aid kit for dealing with minor first aid treatment is required under Section 26 of the Institutions Regulations.

GUIDELINE

A first aid kit to be taken on all field trips should be available in addition to the kit maintained at the facility.

REGULATION 17

17 Every day care facility shall comply with the Institutions Regulation, 1980, as amended, under The Public Health Act.

POLICY

MONITORING OF STANDARDS

Licencing Officers shall monitor on an ongoing basis the following and refer concerns to the local Public Health Inspector or Public Health Nurse:

infant change tables, changing areas, and changing routines,

provisions for individual towels and face-cloths,

CLEANING OF EQUIPMENT AND TOYS

cleanliness and maintenance of

- the facility
- cooking and eating areas
- washroom areas and facilities, including routines for cleaning toilets and potties.

toys and equipment

- infant/toddler toys and equipment should be cleaned daily
- older children's toys and equip-ment should be cleaned weekly.

Public Health Inspectors shall be consulted regarding the type of cleaning agent/disinfectant to be used.

HAZARDOUS PRODUCTS

Day care facilities shall provide a safe, environment, free of known factors that may cause accidents or injury, including safe storage of hazardous substances.

LAUNDERING OF BEDDING

Blankets shall be laundered in accordance with requirements under the Public Health Act, Institutions Regulations, 1980.

In family day homes, bedding shall be laundered between uses.

STORAGE OF FIREARMS

All operators of day care facilities shall ensure that firearms kept on the premises are stored in a locked cupboard, inaccessible to children and in a room not used for child care. In addition, shells shall be kept separate from firearms and inaccessible to children.

See definition, "inaccessible" - DL 02-10-06.

For further information on the requirements of the Institution Regulation 1980, please contact your local Health Unit.

REGULATION 18	**18 In consultation with parents, health standards shall be developed by the operator that initiate good health habits and protect and maintain the overall health of children in a day care facility.**
POLICY HANDWASHING	The necessary preventative health practices such as handwashing, before meals and after toileting, shall be developed and maintained.
SAFETY AND SANITATION IN INFANT AREAS	In order to promote and maintain a safe play area for infants, particularly those not yet walking procedures shall be in place to limit the movement of staff, children, parents and others through the infant area.
TAKING OF TEMPERATURES	When it is necessary to take children's temperatures it should be done either using "fever strips" or with a thermometer under the child's arm.
RECTAL TEMPERATURES	The taking of temperatures by the rectal method is prohibited.
DENTAL CARE	Where children brush their teeth after meals, toothbrushes shall be labelled and stored individually.

SECTION	SUBJECT	PAGE
HEALTH STANDARDS	NOTIFICATION OF PARENT ACCIDENT OR ILLNESS	1
		DATE 01/11/87

REGULATION 19

19 In case of accident or serious illness in a day care facility, a member of the staff designated by the operator shall notify the parent or guardian of the child and shall ensure that the child receives medical assistance.

POLICY
ACCIDENTS OR SERIOUS ILLNESS

A written policy shall be established outlining: the person in charge and the procedure to be followed by staff in case of accident or serious illness.

All accidents shall be reported to the facility Director and to the child's parent or guardian immediately.

GUIDELINE

An accident report form or book should be available for recording accidents.

COMMENT
PURPOSE OF WRITTEN RECORDS

The purpose of written records is:

- to ensure that parents, operators, and the licencing officer are aware of all unusual occurences (accidents or unusual disciplinary incidents).
- to ensure that corrective action is taken by the operator or Director to prevent future occurences.

GUIDELINES
WRITTEN RECORD

It is recommended for the purpose of resolving disputes or complaints, a written record of both unusual occurences and the corrective action taken be maintained.

REGULATION 20

20 Where the staff of a day care facility knows or has reason to suspect that a child may be suffering from a notifiable disease as defined in Provincial Board of Health Regulations Respecting the Control of Communicable Disease (Alta. Reg. 214/77), as amended or replaced from time to time, the operator shall request the parent to remove the child from the day care facility.

POLICY

The requirements under the Communicable Diseases Regulation 238/85 shall be followed in all day care facilities.

In cases where a communicable disease has been confirmed, a physician or Public Health Nurse shall be consulted and their recommendations followed precisely.

Day care staff shall report immediately known or suspected notifiable diseases to health authorities and to the parent/guardian or person responsible for the child.

A list of communicable diseases is provided in the appendix.

Copies of the Communicable Diseases Regulation 238/85 are available from the local health unit.

Where operators are unable to locate their local health unit they may contact the provincial Nurse and Epidemiologist at 427-2644.

GUIDELINE

The facility operator should, in conjunction with the Public Health Nurse, establish a policy regarding the identification of communicable diseases and the development of preventive measures.

SECTION	SUBJECT	PAGE
HEALTH STANDARDS	ISOLATION OF SICK CHILDREN	1
		DATE 01/11/87

REGULATION 21

21 Supervised care for sick children shall be provided in a space separate from the other children until they can be removed from the day care facility by a parent or other person authorized by the parent.

POLICY
ISOLATION AREA

A separate isolation room shall be set up for the purpose of providing care for sick children.

Areas such as the Director's office or staff lounge may be approved for this use.

Where facilities operate in a large room, e.g. community hall, a corner shall be divided off to create a quiet area for use as an isolation area.

A cot and blanket shall be provided for the comfort of the child.

DISINFECTING

The cot shall be disinfected and bedding laundered between uses.

SUPERVISION

Sick children shall be supervised in the isolation area until removed from the day care facility.

REGULATION 22

22(1) No operator shall allow the administration of patent or prescribed medication without the written consent of the child's parent or guardian.

(2) Prescribed drugs shall be administered according to directions and shall be labelled showing the name of the physician and the patient, date of issue and instructions.

(3) Persons designated by the operator shall be assigned to administer all medication.

POLICY
AUTHORIZATION

Parents are required to provide written authorization to the operator for any patent or prescribed drugs to be administered.

With regard to prescribed drugs:

a written authorization signed by the physician is required by regulation 27(c). (refer to DL 02-10-13)

prescribed medicines shall be in the original container and labelled showing the name of the physician, patient's name, date of issue, instructions and time period.

Patent medications are those which can be purchased "over the counter" without a prescription.

Patent medication shall be in the original container and labelled with the patient's name and dosage.

ADMINISTRATION

A staff member shall be designated to administer all medications and to complete and initial the medication record.

Medication recording shall include:

type of medication
time of administration
amount of medication
initials of person designated to administer medication; and

the medication administration record shall be posted.

In day care facilities, the administration of any medication not authorized by the parent, is prohibited. This includes patent drugs e.g. aspirin, cough syrup.

Operators are cautioned on the first time use of any drug due to possible allergic reactions.

Close liason and consultation with the parents shall be maintained in order to ensure that staff and parents are fully aware of when medications have been administered to the child.

This includes medication that has been administered by the parent before the child arrives at the day care centre, medication administered during the day, and medication administered by the day care centre just prior to the child leaving the day care facility.

MEDICATION STORAGE

The storage of medication shall be in an area inaccessible to children.

DEFINITION INACCESSIBLE

"Inaccessible" means no child shall be able to gain access to medications by himself; place of storage shall be locked.

Locked containers should be used when storing medications in the refrigerator.

GUIDELINES PATENT MEDICINES

Where concerns exist regarding the misuse of patent medications a medical authorization may be requested by the operator. (See also DL 02-10-02 regarding the administration of medication).

REGULATION 23	**23 Smoking is prohibited in any area of a day care facility that is frequented by children.**
POLICY LIMITATIONS	Smoking shall be confined at all times to a staff lounge which is a closed area. Where kitchens are used as a staff lounge, staff shall not smoke in that area.
DURING CHILD CARE	Smoking is prohibited whenever and wherever staff are caring for children, including outdoors.
IN FAMILY DAY HOME	In a family day home, smoking is discouraged and rooms must be kept well ventilated at all times when smoking occurs.
GUIDELINE	To control the effects of secondary smoke, fans, air purifiers, or the adoption of a no smoking policy should be considered.

SECTION	SUBJECT	PAGE
HEALTH STANDARDS	DRY CLOTHING	1
		DATE 01/11/87

REGULATION 24	**24 The operator of a day care home shall, as far as practicable, ensure that the children who attend the home and their clothes are kept clean and dry.**
POLICY DEFINITION DAY CARE HOME	In this section, day care home means a day care facility.
CHANGING OF DIAPERS	A diaper changing routine shall be established to ensure that infants and toddlers are checked at regular intervals and their diapers changed whenever required.
PROTECTIVE CLOTHING	Bibs shall be provided for infants and toddlers during snack and meal times. Protective clothing shall be provided during activities such as painting, water play.
GUIDELINE	Parents may be requested to provide an extra set of clothing.

SECTION	SUBJECT	PAGE
HEALTH STANDARDS	SUPERVISION ON RAISED SURFACES	1
		DATE 01/11/87

REGULATION 25

25 Where children under 19 months are cared for in a day care facility, no child under 19 months of age shall be left unsupervised on a raised and unprotected surface.

POLICY

Protective devices such as guardrails and handrails shall be available on all raised areas and children shall be supervised at all times.

On changing tables, a safety strap, or other safety device shall be available and used.

REGULATION 26

26 The operator shall maintain a health record for each child.

POLICY

REQUIRED INFORMATION

A health record shall be completed at the time of the child's enrollment and records shall be checked and updated at a minimum every 6 months. At a minimum, health records shall be maintained for the duration of the child's enrollment.

The health record shall include the following information:

- immunization record,
- physician's name,
- Alberta Health Care Registration number,
- allergies,
- diet restrictions,
- medication information,
- special health needs,
- history of previous serious illness.

IMMUNIZATION

The immunization record shall be maintained on premises.

The Communicable Diseases Regulation 238/85 provides authority for the Medical Officer of Health to obtain up-to-date immunization records from the facility operator.

REGULATION 27

27 The operator shall keep on the premises of the day care facility up to date records available for inspection at all times that include in respect of every child enrolled:

(a) an application for enrollment signed by the parent or guardian of the child that includes

(i) the name, date of birth and current home address of the child,

(ii) the names and current home addresses of the parents or guardians of the child,

(iii) the current place at which a parent or guardian or alternate person to whom the child may be released can be reached in case of an emergency during the hours when the child is in the care of the day care facility,

(iv) the name and address of the family physician of the child,

(v) the date of admission of the child, and

(vi) the date of discharge of the child;

POLICY

Application for Enrollment Records shall be kept on premises at all times and shall be available for inspection by the Licencing Officers.

RETENTION OF RECORDS

Records shall be kept on file at the facility for a minimum of two (2) years past plus the current year. For example, during 1987 operators are expected to retain on file the complete records for 1985 and 1986 (2 years past) plus records for 1987 (the current year).

The health record under Regulation 26 shall be part of the enrollment record.

GUIDELINE

More than one alternate emergency contact person should be listed.

REGULATION 27

27 (b) a record of the daily attendance of the child;

POLICY

Well organized and up-to-date daily attendance records shall be kept on the premises and available for inspection at all times.

Records shall include:

- child's name and birthdate
- daily time of arrival and departure, completed immediately as it occurs.

RETENTION OF RECORDS

Standardized records of daily attendance shall be kept on file in the facility for a minimum of two (2) years plus the current year. For explanation see example DL 02-10-11.

GUIDELINE

It is recommended that:

- parents sign children in and out
- attendance sheets be completed in ink
- children be grouped on the attendance record according to age.

Alberta
SOCIAL SERVICES

DAY CARE REGULATION 27 DL 02-10-13

SECTION	SUBJECT	PAGE
RECORDS MAINTENANCE	MEDICATION RECORD	1
		DATE 01/11/87

REGULATION 27

27 (c) with respect to medications, a recommendation in writing signed by a physician for any medical treatment or medication for the child that is to be administered during the hours the child is in the day care facility;

POLICY
WRITTEN AUTHORITY

With regard to medical treatment or medication administered at a day care facility, a written and signed authorization from the physician or photocopy of the prescription label shall be kept on file.

REGULATION 27

27 (d) with respect to any special requirements or diets, rest or exercise required for medical or other reasons, a recommendation in writing signed by a physician.

POLICY

MEDICAL AUTHORIZATION

Medical authorization shall be obtained for special requirements for medical reasons.

SPECIAL DIETS

Diet restrictions based on cultural or religious preferences may be authorized by parents.

Where concern exists regarding the severity or appropriateness of diet or exercise restrictions requested by the parent operators may request a medical authorization.

REGULATION 28

28(1) The operator shall ensure that meals and snacks are provided in accordance with this regulation to children in the day care facility.

(2) The operator may require the parents to provide meals and snacks referred to in subsection (1).

POLICY

Parents may be required by the operator of the day care facility to supply food for their children while they are in care.

Notwithstanding this, the operator has the responsibility to monitor to ensure that all children in the facility receive an adequate amount and proper variety of foods each day.

Where the parent is expected to provide the meal, the operator shall

provide a lunch or snack, where the child has not brought one.

where the content provided by the parent is inappropriate, discuss nutritional requirements with the parent and monitor provided food closely to ensure the proper amount and variety of food is provided to the child.

REGULATION 28

28(3) The operator shall ensure that:

(a) balanced meals and snacks of adequate quality and quantity are provided at appropriate times in accordance with the needs of each child;

POLICY

DEFINITION
ADEQUATE QUALITY

"Balanced meals of adequate quality" means in accordance with the Canada Food Guide.

ASSESSING COMPLIANCE

The Canada Food Guide shall be used as a screening mechanism for assessing compliance.

DEFINITION
ADEQUATE QUANTITY

"Adequate quantity" means:

children in care 2-4 hours shall receive at least one snack including 2 or more food groups.

children in care 4-6 hours shall receive one meal including all four food groups and one snack as outlined above.

children in care more than 6 hours shall receive one meal and 2 snacks as outlined above.

PARENTAL INSTRUCTIONS RE: INFANTS

Infants shall be fed in accordance with the written instructions of the parent regarding the amount, type and scheduling of feedings.

REGULATION 28 **28(3)** **(b) foods are properly prepared, stored and served under sanitary conditions.**

COMMENT

All foods must be stored, prepared and served in a proper manner in order to retain maximum nutritive value and to prevent contamination.

POLICY

Foods shall be stored and prepared in accordance with the regulations and requirements under the Public Health Act.

FOOD SERVICE AREAS

Tables shall be thoroughly cleaned prior to being used for food service.

Food shall not be served directly off the table surface.

ALLERGIES

The names of children who have food allergies and their respective allergies shall be posted in all cooking and serving areas.

RISK OF CHOKING

To limit the risk of choking the following shall apply in day care facilities

FOODS TO AVOID		FOODS TO USE WITH CAUTION
Peanuts	Caramels	Wieners
Hard Candies	Popcorn	Peanut Butter
Whole Grapes	Seeds	Hard Vegetable Pieces
Potato Chips		Chunks of Apple

SAFE FOOD PREPARATION AND PRESENTATION

- serve well cooked or soft foods.
- serve small amounts at a time.
- cut food into small irregular-shaped pieces.
- cut wieners in half lengthwise.

Children shall remain seated and be directly supervised when eating.

LABELLING OF INFANT FOODS

Infant food provided by the parent shall be labelled with the child's name.

GUIDELINE

Staff should be seated with children when they are eating.

Alberta
SOCIAL SERVICES

DAY CARE REGULATION 29 DL 02-11-04

SECTION	SUBJECT	PAGE
NUTRITION AND FOOD SERVICE STANDARDS	SPECIAL DIETS	1
		DATE 01/11/87

REGULATION 29

29 Special diets required for medical or other reasons shall be served on written instructions from parents or physicians.

POLICY

OPERATOR RESPONSIBILITIES

The operators shall serve special diets when required. Parents may be requested to provide the alternate foods. The respective responsibility for supplying alternate food (parent or operator) shall be clearly documented.

Specific diet information shall be obtained from the parent or physician, in writing, and kept on file.

SSA 1669 (Rev. 86/12)

SECTION	SUBJECT	PAGE
NUTRITION AND FOOD SERVICE STANDARDS	RECONSTITUTION OF FOODS	1
		DATE 01/11/87

REGULATION 30

30 Manufacturer's instructions shall be followed in the preparation or reconstitution of prepared foods.

POLICY

Manufacturers' instructions shall be followed explicitly in preparing or reconstituting foods in order to retain the maximum nutritive value of foods served and to prevent spoilage or contamination.

REGULATION 31

31(1) Menus listing specific foods served shall be prepared at least one week in advance, dated and displayed in a conspicuous place for use of staff and information of parents.

POLICY

DEFINITION

DISPLAYED

"Displayed in a conspicuous place" means in an area easily accessed and frequented by staff and parents.

Careful menu planning is essential for ensuring that children's nutritional needs are met.

PLANNING

Menus shall be planned one week in advance.

A separate menu for infants shall be developed and posted.

Menus shall list all meals and snacks served including all beverages.

Menus shall be varied daily and not be repeated more than twice per month.

Posted menus shall be followed.

Menu changes shall be recorded on the posted menu. Substitutions shall be within food groups only.

31(2) A copy of the menus shall be kept on file for one month and shall be available for inspection by the parents or by a person authorized by the Director.

POLICY

Licencing Officers may request and check copies of menus.

GUIDELINE

Food service and menus should be discussed with parents at time of enrollment.

SECTION	SUBJECT	PAGE
NUTRITION AND FOOD SERVICE STANDARDS	UTENSILS	1 -
		DATE 01/11/87

REGULATION 32

32(1) Children's eating utensils shall be of a size and shape to be easily handled.

POLICY

PROVISION OF APPROPRIATE UTENSILS

Child-sized utensils shall be provided. Spoons and bowls may be appropriate for younger children, older children shall be provided with forks and plates, as well.

REGULATION 32

32(2) Children under 6 months of age shall be held by an adult during feeding.

POLICY
HOLDING OF INFANTS FOR FEEDING

The operator shall ensure that infants under six months of age are held when fed. In addition to ensuring the safe feeding of infants, holding them also promotes feelings of security and attachment and maximizes the opportunity for infant-adult interaction.

Propping of bottles in cribs or playpens is prohibited, due to risk of choking and the promotion of dental problems.

32(3) Children over 6 months of age who are not capable of feeding themselves when eating shall be

(i) held by a member of staff, or

(ii) seated in infant seats or high chairs.

POLICY
SEATING

Infant seats and high chairs shall be equipped with safety straps which are used at all times when seats or chairs are in use.

REGULATION 33

33 The following minimum primary staff to child ratios within day care facilities except nursery schools shall be in effect at all times except while the children are having meals or naps or are engaged in special activities:

Licence Category 0

Age of Child	Primary Staff/Child Ratio
0 - 18 months	1: 6
19 - 35 months	1:10
3 - 4 years	1:12
5 and up	1:15

Licence Category 1

Age of Child	Primary Staff/Child Ratio
0 - 18 months	1: 4
19 - 35 months	1: 7
3 - 4 years	1:10
5 and up	1:12

Licence Category 2

Age of Child	Primary Staff/Child Ratio
0 - 18 months	1: 3
19 - 35 months	1: 6
3 - 4 years	1: 9
5 and up	1:11

Licence Category 3

Age of Child	Primary Staff/Child Ratio
0 - 18 months	1: 3
19 - 35 months	1: 5
3 - 4 years	1: 8
5 and up	1:10

POLICY

This regulation was replaced August 1, 1982 by requirements under regulation 34. Therefore, it is no longer in force.

SECTION	SUBJECT	PAGE
STAFFING STANDARDS	PRIMARY STAFF:CHILD RATIOS - DAY CARE CENTRE MAXIMUM GROUP SIZE	1
		DATE 01/11/87

REGULATION 34

34 As of August 1, 1982, the following minimum primary staff to child ratios and maximum numbers of children who may be included in a group within day care facilities except nursery schools shall be in effect at all times except while the children are having meals or naps or are engaged in special activities.

Age of Child	Primary Staff/ Child Ratio	Maximum Number of Children in a Group
0-18 mo.	1:3	6
19-35 mo.	1:5	10
3-4 yrs.	1:8	16
5 years	1:10	20

POLICY

DEFINITION
SPECIAL ACTIVITY

"Special activity" means an activity that focuses the attention of all the children upon one event such as a play, a film or party.

The intent of the staff:child ratio requirements is to provide adequate supervision for children during normal play activities.

This type of special activity will occur infrequently and have a special reason when it does take place.

Daily staff rest periods should be taken into consideration in ensuring that ratios are in effect at all times.

RATIOS DURING NAPS AND SPECIAL ACTIVITIES

Based on safety considerations the following minimum staff:child ratios are required to be met during the times when children are having meals, naps, or are engaged in special activities:

Age of Child	Staff:Child Ratio
0-18 months	1:4
19-35 months	1:7
3-4 years	1:10
5 years	1:12

The above ratios include all staff on the premises who are available immediately to aid in the emergency evacuation of children.

GUIDELINE

During children's mealtimes, which are by nature busy and staff intensive, it is recommended that staff:child ratios be those in section 34 (DL 02-12-02).

POLICY

MAINTAINING OF RATIOS OUTDOORS

The minimum primary staff:child ratio shall be maintained both indoors and outdoors.

SUPERVISION OF AREAS DURING NAP TIME

During naptime at least one staff member shall be present at all times to supervise each room or sleep area.

The supervision shall be by a direct method, i.e., either by:

- presence of the staff member in the room or area or,
- provision of a window into the sleep area which allows for direct observation and supervision.

Direct supervision of infant sleep areas is of critical importance. An intercom system or other form of indirect supervision is not acceptable.

POLICY

INTRODUCTION

Young children need care in a secure, intimate and nurturing environment and this is provided by the establishment of maximum group sizes with individual primary staff responsible for a consistant group of children.

The composition of the group should be determined by the needs of the individual child, the equipment and space provided and the skill of available staff. Moveable dividers and shelving units can be utilized to provide separate areas for groups. The group may be age defined or family oriented.

ROOM ARRANGEMENT

During scheduled free play activities the room should be divided into interest areas with limited numbers of children in individual centres.

Maximum group sizes for specific age groups are outlined under Day Care Regulation 34 (DL 02-12-02).

FORMING GROUPS

Maximum group size is that number of children requiring the supervision of two staff.

In mixed or family groups the required staff are computed on the basis of the individual staffing requirements for each child. The group size shall not exceed that required for 2 staff members. Mixed groups shall not include infants except for short, supervised periods with the designated primary caregiver. Where the mixed group includes toddlers under 30 months of age, separate age appropriate activities and equipment shall be provided for part of the day.

The following provides examples for calculating compliance with maximum group size for mixed age group:

Example:

1.

Age of Child	Number of Children	Required Staff
19-35 months	2	2/5 = .4
3 - 4 years	8	8/8 = 1.0
5 years	6	6/10 = .6
	16	2.0

2.

Age of Child	Number of Children	Required Staff
19-35 months	3	3/5 = .6
3 - 4 years	7	7/8 = .875
5 years	5	5/10 = .5
	15	1.975

In both cases maximum group size requirements are being met since not more than two staff are required for these groups.

INFANTS

Infants under 18 months should not be part of a family grouping, and must always have their own designated staff in attendance. Where there are fewer than six infants, these infants may be integrated with young toddlers to form a group. This does not exclude the primary care giver taking infants to visit an older age group or serving lunch to children old enought to sit in a high chair as part of the main group.

NON-COMPLIANCE

Centres which offer a program that is primarily teacher-directed and involves large groupings of children for most activities are not in compliance with this regulation.

APPROVAL

Approaches and methods used for meeting maximum group sizes shall be approved by the Licencing Officer or Day Care Consultant.

SECTION	SUBJECT	PAGE
STAFFING STANDARDS	STAFF:CHILD RATIOS NURSERY SCHOOL	1
		DATE 01/11/87

REGULATION 35

35 **The following minimum primary staff to child ratios in nursery schools shall be in effect at all times except while children are having meals or naps or are engaged in special activities:**

Age of Child	Primary Staff:Child Ratio
0-18 months	1:6
19-35 months	1:10
3-4 years	1:12
5 years	1:15

POLICY
RATIOS DURING MEALS
NAPS AND
SPECIAL ACTIVITIES

Refer to Regulation 34 (DL 02-12-02)

REGULATION 36

36 For the purposes of sections 33 to 35 the primary staff to child ratio shall be calculated on the basis of the actual time that primary staff spend in direct contact with the children.

POLICY

CALCULATING RATIOS DAY CARE CENTRES AND NURSERY SCHOOLS

Included in the primary staff:child ratio shall be:

- primary staff and volunteers
- assistants aged 16-17 years.
- those staff working directly with the children at the time of the Licencing Officer's visit.

Licencing Officers are required to ensure that staff occupying primary staff positions meet the age requirements.

Support staff, persons under 16 years of age, practicum and work experience students cannot be included in the calculation of staff:child ratios.

INFANT RATIOS

Infant ratios may be relaxed only when all infants in a group are asleep.

REGULATION 37

37 **When 4 or more children are present, no person shall operate a day care centre or nursery school with fewer than 2 adult persons on duty, one of whom shall be free of other responsibilities while in charge of the children.**

POLICY

This regulation ensures that backup staff are available to assist in an emergency.

Both staff members shall be on the premises.

Notwithstanding the above, minimum staff:child ratios shall be maintained as required in regulations 34, 35, and 36 (DL 02-12-02, DL 02-12-05, DL 02-12-06).

Where only 2 persons are on duty, one shall be a primary staff member.

The second person on duty must be formally designated and fully aware of the expectations and responsibilities of that designation. The operator shall ensure that backup staff know that they are designated and that they are advised to be immediately accessible at all times to assist.

Where 4 or more children are taken off premises on a walk, field trip, etc. a minimum of 2 staff is required.

REGULATION 38

38(1) No person under the age of 18 years shall be solely responsible for the care or well-being of children in a day care facility.

(2) Notwithstanding subsection (1), a person under the age of 18 years may function as an assistant under the supervision of an adult primary staff person.

POLICY

DEFINITION

SOLELY

"Solely" means alone.

Therefore, no person under 18 years shall be left alone with children.

The minimum age for assistants is 16 years of age.

Assistants aged 16-18 years of age, when caring for children, shall

- be under the one-to-one, direct supervision, of an adult primary staff member, that is, a person over the age of 18 years.

Directly supervised assistants may be included as primary staff.

SECTION	SUBJECT	PAGE
STAFFING STANDARDS	SUPPORT STAFF	1
		DATE 01/11/87

REGULATION 39

39 The operator of a day care centre or nursery school shall ensure that there is adequate support staff to ensure that the requirements of this regulation are met.

POLICY

Support staff are required to ensure that support functions such as cooking, janitorial work and administration are carried out.

PRIMARY STAFF AS SUPPORT STAFF

Primary staff performing support functions when they are to be primary staff with the children shall not be counted as primary staff, i.e., included in ratios.

Primary staff are to perform in support functions only after hours or when relaxed ratios are permitted, i.e., meals, naps and special activities.

The day care or nursery school operator is responsible to ensure that adequate support staff are available.

REGULATION 40

40 No day care facility, except those licenced or under construction and approved by the Director prior to the coming into force of this regulation, shall be granted a licence for more than 80 children.

POLICY

Licences for facilities licenced, under construction, or approved by the Director prior to the regulation may be renewed for a capacity of more than 80 children.

Such centres, subsequently sold to a new operator, may continue to be licenced for a capacity of over 80 children.

The 80 maximum applies only to preschool programs licenced under the Day Care Regulation.

. For example, programs for school-age children and kindergartens, may be licenced within the same building or building complex, provided they operate in a separate space and do not infringe upon the day care program. In these cases, the total licenced capacity on the premises may exceed the 80 maximum.

SECTION	SUBJECT	PAGE
REGULATION AMENDMENTS	COMING INTO FORCE	1
		DATE 01/11/87

REGULATION 41	The Day Care Regulation (Alta. Reg. 104/78) is repealed.
REGULATION 42	The Day Care Regulation (Alta. Re 104/78) continues to apply until August 1, 1982, to day care facilities that have been licenced prior to July 1, 1978.

NOTICE OF DEFICIENCY

To:

Pursuant to Social Care Facilities Licencing Act, R.S.A. 1980 Chapter 14, the undersigned officer hereby notifies you that the above noted Day Care Centre is not operating in accordance with the standards and requirements of the Social Care Facilities Licencing Act, and the following deficiencies were noted to exist on the _____day of _____, 19__.

TAKE NOTICE THAT UNLESS THE DEFICIENCIES DESCRIBED ON THIS AND ANY ATTACHED PAGE(S) ARE CORRECTED AND RECTIFIED TO A STANDARD REQUIRED BY THE SOCIAL CARE FACILITIES LICENCING ACT AND SATISFACTORY TO THE DIRECTOR OF SOCIAL CARE FACILITES OR HIS AUTHORIZED OFFICER ON OR BEFORE THE _____ DAY OF _____, 19__, THE DIRECTOR MAY TAKE FURTHER PROCEEDINGS UNDER THE SOCIAL CARE FACILITIES LICENCING ACT, INCLUDING THE CANCELLATION OR SUSPENSION OF THE LICENCE TO OPERATE THE ABOVE DAY CARE CENTRE OR THE ISSUANCE OF AN ORDER PURSUANT TO SECTION 7 OF THE ACT.

Dated this_____ day of _____, 19__.

_____
Authorized Officer
Social Care Facilities Licencing Act

_____ _____
Office Telephone

_____

Alberta
SOCIAL SERVICES

DL 99-01-02

SECTION	SUBJECT	PAGE
APPENDIX SAMPLE FORMS	ORDER AFTER INSPECTION	1
		DATE 01/11/87

Pursuant to the Social Care Facilities Licencing Act, Section 7

To: _____DAY CARE CENTRE

_____Operator

Pursuant to the Social Care Facilities Licencing Act, R.S.A. 1980 Chapter S-14, Section 7, you are HEREBY ORDERED to correct and rectify to the standard required by the Social Care Facilities Licencing Act and Regulations thereunder and according to the measures specified hereinafter, the following deficiencies:

1. DEFICIENCY:
   MEASURE SPECIFIED:

_____

2. DEFICIENCY:
   MEASURE SPECIFIED:

_____

3. DEFICIENCY:
   MEASURE SPECIFIED:

_____

4. DEFICIENCY:
   MEASURE SPECIFIED:

_____

(Additional page(s) attached if space insufficient)

It is further ordered that this Order shall be fully complied with by you on or before the _____day of _____, 19__. Failure to comply with this order on or before the said date may constitute an offence under Section 14 of the Social Care Facilities Licencing Act and as well, further proceedings may be taken, including the cancellation or suspension of the licence to operate the above Day Care Centre, or the issuance of a Stop Order pursuant to Section 10 of the Act.

Dated this _____ day of _____, 19__.

_____
Authorized Officer
Social Care Facilities Licencing Act

_____
Office Telephone

_____

DC029E 0121.0.0

SSA 1666 (Rev. 86 12)

Alberta
SOCIAL SERVICES

DL 99-01-03

SECTION	SUBJECT	PAGE
APPENDIX FORMS	APPROVAL LETTER INDIAN RESERVES	1
		DATE 01/11/87

TO: BAND CHIEF _____

RE: _____
(Name of Facility)

This will confirm that your day care centre conforms to the standards set out by the Day Care Regulation 144/81 and, if it was required to be licenced, would qualify therefore.

Effective _____, 19__, you are eligible to claim operating allowance payments for your enrolled spaces. These payments will be made as long as the centre, although not licenced or required to be licenced under Provincial Legislation, or to legally comply therewith, continues, nonetheless, to operate according to Departmental Regulations, and as long as the operating allowance policy is in effect.

Yours truly,

Licencing Supervisor

cc: Pauline S. Peters
Director
Social Care Facilities

DC029E 0122.0.0

SSA 1669 (Rev. 86 12)

NOTIFIABLE DISEASES

With regard to communicable diseases, the following diseases are notifiable at present:

GROUP 1

Group 1

Acquired Immunodeficiency Syndrome (AIDS)
Amebiasis
Anthrax
Arboviral Infections (including Dengue)
Botulism
Brucellosis
Campylobacter
Cerebro spinal fluid isolates
Chickenpox
Cholera
Congenital Infections (includes Cytomegalovirus, Hepatitis B, Herpes Simplex, Rubella, Toxoplasmosis, Varicella-zoster)
Dengue
Diphtheria
Encephalitis, specified or unspecified
Enteric Pathogens. See note below
Foodborne Illness. See note below
Gastroenteritis, epidemic. See note below
Giardiasis
Haemophilus Influenzae Infections (invasive)
Hemolytic Uremic Syndrome
Hepatitis A, B, Non-A, Non-B
Kawasaki Disease
Lassa Fever
Legionella Infections
Leprosy
Leptospirosis
Listeriosis
Malaria
Measles
Meningitis (all causes)
Meningococcal Infections
Mumps
Neonatal Herpes
Nosocomial Infections
Ophthalmia Neonatorum (all causes)
Paratyphoid
Pertussis
Plague
Poliomyelitis
Psittacosis

Q-fever
Rabies
Reye Syndrome
Rickettsial Infections
Rocky Mountain Spotted Fever
Rubella (including Congenital Rubella)
Rubeola
Salmonella Infections
Shigella Infections
Smallpox
Stool Pathogens, all types. See note below
Tetanus
Toxic Shock Syndrome
Trichinosis
Tuberculosis
Tularemia
Typhoid
Typhus
Varicella
Viral Hemorrhagic Fevers (including Marburg, Ebola, Lassa, Argentinian, African Hemorrhagic Fevers)
Waterborne Illness (all causes). See note below
Yellow Fever

NOTE: Enteric Pathogens, Foodborne Illness, Gastroenteritis, epidemic and Waterborne Illness include the following and any other identified or unidentified cause: Aeromonas; Bacillus cereus; Campylobacter; Clostridium botulinum and perfringens; E. Coli (enteropathogenic serotypes); Salmonella; Shigella; Staphylococcus; Viruses such as Norwalk and Rotavirus; Yersinia.

SECTION	SUBJECT	PAGE
APPENDIX	EXTENDED HOURS DAY CARE CENTRES	1
		DATE 01/11/87

INTRODUCTION

The following policy governs day care centres operating after 10:00 p.m. and is in addition to the requirements and policies under the Social Care Facilities Licencing Act and the Day Care Regulation 144/81. It addresses issues arising where children are cared for at late hours or overnight. In these situations, special provisions must be made to ensure the comfort, safety and well-being of the children.

REQUIREMENTS

DEFINITION EXTENDED HOUR CHILD CARE

An extended hour day care centre is one which provides day care services any time between the hours of 10 p.m. and 6 a.m. Notwithstanding this, under the current Day Care Regulation, a day care centre must operate less than 24 consecutive hours.

APPROVAL

Extended hours care may be approved at the discretion of the Regional Director, where a need has been identified which cannot be met otherwise, e.g., through the family day home program.

It is strongly recommended that overnight care be provided in family day homes.

Where overnight care is provided in day care centres it is further recommended that it be provided only in work-site day care centres.

USE OF EXTENDED HOURS DAY CARE

Extended hours care is available only for the use of persons who are employed or in training.

RESTRICTIONS ON ATTENDANCE OF CHILDREN

In order to ensure that children do not remain in care for unacceptable periods of time, the operator should ensure that no child is in care more than 17 hours in any 24 hour period and more than 10 days in any 14 day period.

The operator shall advise parents that the child should not be placed in another child care facility in order to exceed the above requirements.

In order to minimize the interruption of children's sleep, the operator shall ensure that no child is admitted to the facility after 11:30 p.m. and before

6:30 a.m. or discharged from the facility between 12:30 a.m. and 6:30 a.m.

The Day Care Centre Director shall have authority, where warranted, to approve exceptions to the policy governing hours of admission and discharge.

RECORDS

The operator shall maintain accurate records on premises at all times to ensure compliance with the above attendance requirements.

The operator shall ensure a reporting process is in place to maintain maximum communication between shift personnel.

GROUPING OF CHILDREN

An arrival and departure area shall be provided separate from the sleep areas to ensure that sleeping children are not disturbed.

When children are sleeping, a separate room shall be provided for that purpose.

A separate sleep area shall be provided for children under 19 months of age.

Where children over 6 years of age are in attendance a separate sleep area for each sex shall be provided.

BEDS

An individual bed of suitable size shall be provided for every child over 19 months of age. A cot or sleeping mat shall not be used for extended hour care
for children who sleep for a period of more than 3 hours.

BEDDING

Individual bedding shall be provided in accordance with each child's needs and shall include pillows and pillow cases, sheets and blankets to ensure each child's warmth when sleeping.

SLEEP GARMENTS

Individual sleep attire shall be provided for each child.

An individual facecloth and towel shall be provided for each child.

Bathing facilities shall be provided to ensure that children can be bathed.

The operator shall ensure that children bathe individually and are directly supervised while in the bath tub.

STAFFING REQUIREMENT

The following primary staff:child ratios shall be maintained when children are asleep:

AGE OF CHILD	PRIMARY STAFF:CHILD RATIO
0 - 18 months	1:4
19 - 35 months	1:7
3 - 5 years	1:10
5 years	1:12

Staff on duty shall remain awake to supervise children at all times and be immediately available when required.

No person shall operate an extended hours facility after 10 p.m. with fewer than 2 adult persons on duty at all times.

EMERGENCY PLANNING

The emergency plan shall include provisions for evacuating sleeping children and a separate relocation plan for nighttime hours since emergency assistance may be less readily available than during daytime hours.

Fire drills shall be conducted monthly to ensure all staff members are fully aware of their responsibilities for the safe and effective evacuation of the children.

MEALS

Provision shall be made to serve breakfast, lunch and dinner; and snacks during morning, afternoon and evening hours, in accordance with each child's needs.

For children under 19 months of age, feeding arrangements shall comply with written instructions from the child's parents/guardians.

PROGRAM

The program offered after 6 p.m. shall be in keeping with the needs of the children and reflect the routines normally established within the family setting for evening and bedtime hours.

The program shall emphasize quiet activities including story time, listening to music, individual and small group interaction and bedtime routines.

The program shall be approved by the Director of Social Care Facilities or authorized delegate.

MAINTENANCE

The operator shall ensure that within each 24 hour period time is made available to ensure that proper daily maintenance is carried out in the facility.

SECURITY

The operator shall ensure that procedures are in place to establish, maintain and protect the security of the staff and children after 10 p.m.

The operator shall comply with all municipal, building, fire and health standards pertaining to the operation of a child care facility after 10 p.m.